TOWN COUNCIL CLOSED SESSION AGENDA

Monday, September 19, 2011

- 7:15 p.m. Interview with Chanel Urrutia for consideration of appointment as a student representative to the Community Enhancement Commission.
- 7:30 p.m. Interview with Brittany Grutter for consideration of appointment as a student representative to the Community Enhancement Commission.
- 7:45 p.m. Interview with Mark Uhron for consideration of reappointment to the Town/Business Liaison Committee. He currently serves as its Vice Chairman and Citizen Representative.

Closed Session #1 Certification Motion, September 19, 2011

"I move that the members of the Vienna Town Council be polled to affirm that during the Closed Session convened this date, September 19, 2011, the Town Council met for purposes of discussing matters of personnel, specifically the interviewing of candidates interested in appointment and /or re-appointment to Town boards and commissions.

"I further move that the Certification Resolution be adopted in accordance with State Statutes, and that the Deputy Town Clerk is authorized to execute the Certification Resolution."

After the conclusion of the Town Council's Work Session, the Town Council will meet in Closed Session for purposes of discussion or consideration of the acquisition of real property for a public purpose. (In accordance with Virginia Code Section 2.2-3711.A(3))

Closed Session Date: September 19, 2011

Motion: <u>Council woman</u> Kelleher

Second: Councilman Polychrones

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Town Council of Vienna has convened a closed session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.-233 (A) (1) of the Code of Virginia required a certification by the Town Council that such Closed Session was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Town Council hereby certifies that to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the Closed Session to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed session were heard, discussed, or considered by the Town Council.

Vote:	Aye	/	Nay
Laurie Genevro Cole	_ ✓	_/_	
Laurie A. DiRocco	/	_/_	
Edythe F. Kelleher	/	_/_	
Michael J. Polychrones	√	_/_	
Carey J. Sienicki		_/_	
Howard J. Springsteen		_/_	
Mayor M. Jane Seeman		/	

Deputy Town Clerk

Closed Session #2 Certification Motion, September 19, 2011

"I move that the members of the Vienna Town Council be polled to affirm that during the second Closed Session convened this date, September 19, 2011, the Town Council met for purposes of discussion or consideration of the acquisition of real property for a public purpose."

"I further move that the Certification Resolution be adopted in accordance with State Statutes, and that the Deputy Town Clerk is authorized to execute the Certification Resolution."

"I further move that the Closed Session be continued to Monday, September 26th, 2011 at 7:15 p.m. in accordance with Virginia Code Section 2.2-3711.A(1) and A(3) for purposes of discussing matters of personnel, specifically the interviewing of individuals interested in appointment and /or re-appointment to Town boards and commissions, and discussion or consideration of the acquisition of real property for a public purpose."

Closed Session Date: September 19, 2011

Motion: Council Woman Kelleher

Second: <u>Council Woman</u> Sienicki

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Town Council of Vienna has convened a second closed session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.-233 (A) (1) of the Code of Virginia required a certification by the Town Council that such Closed Session was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Town Council hereby certifies that to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the Closed Session to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed session were heard, discussed, or considered by the Town Council.

Vote:	Aye	/ Nay
Laurie Genevro Cole	✓	/
Laurie A. DiRocco	<u> </u>	_/
Edythe F. Kelleher		
Michael J. Polychrones		
Carey J. Sienicki	/	_/
Howard J. Springsteen	√	
Mayor M. Jane Seeman	$\overline{\hspace{1cm}}$	_/

Deputy Town Clerk

TOWN OF VIENNA TOWN COUNCIL WORKSESSION MEETING

Monday, September 19, 2011 8:00 PM

Charles A. Robinson, Jr. Town Hall, 127 Center Street South

Print

- 1. 8-foot-tall fence(s) in Nutley Street SW public right-of-way
- 2. Water/Sewer Issues Follow-up
- 3. Indirect Cost Study Report
- 4. Water and Sewer Valuation Study: Final Report
- 5. Water/Sewer CIP Study Follow-up
- 6. Estimated Water and Sewer Rate Impacts
- 7. Filling vacant Water/Sewer Division position
- 8. Position Reclassification Request
- 9. Sewer Backup Insurance
- 10. 2011 Christmas Eve Holiday Schedule
- 11. Commercial Sidewalk Snow Removal ordinance

TOWN OF VIENNA TOWN COUNCIL WORKSESSION ITEM September 19, 2011 8:00 PM

ITEM NO. (8-foot-tall fence(s)

8-foot-tall fence(s) in Nutley Street SW public right-of-way

BACKGROUND SUMMARY:

On June 15, 2011, the Board of Zoning Appeals considered an application for the construction of an 8-foot-tall fence along the rear line of the property at 903 Myers Circle SW, that adjoins Nutley Street SW. After due consideration of written and oral testimony, the staff report and comments from Boardmembers, the Board of Zoning Appeals (BZA) granted the requested variance subject to the placement of said fence in accord with other Town Code requirements.

At the suggestion of Boardmembers, four additional properties along Myers Circle SW (#901, 905, 907 and 909) were reviewed as one application at the BZA meeting of July 20, 2011. As in the case of the first application, the BZA granted fence height variances for the four additional parcels because each "backs up" to Nutley Street SW, and the increased fence height serves as a security and privacy buffer between their rear yard and the sidewalk and traffic lanes along said street (2009 VDOT traffic count is 27,000 vehicles per day).

OVERVIEW:

The grant of the five (5) variance applications as noted in the Background Summary above occurred after the property owners' petition for relief was reviewed by the Mayor and rightly determined to be within the purview of the Board of Zoning Appeals. In that petition, the Myers Circle SW, property owners cite masonry screen walls that separate commercial and residential properties along Nutley Street SW, near its intersection with Maple Avenue West. Staff noted—in its report to the BZA—that masonry screen walls are required by § 18-172 of the Vienna Town Code to serve as a physical buffer, or screen, between parcels zoned for single-family detached residential dwellings and parcels that carry a more intensive use (higher-density residential or commercial activities, for example). As a part of this ordinance requirement, the masonry screen wall must be not less than 6 feet in height on the residential side of the wall (which usually translates into a taller wall on the more intensely-zoned side thereof).

The Board of Zoning Appeals granted the 8-foot-tall fences along Nutley Street SW, with the condition that each such fence (spanning a total length of some 505.5 feet) would be a "board and batten wooden-type fence." The staff--in its report to the BZA--also noted that a 10-foot-wide easement in favor of the Town for traffic control purposes extends along the rear line of each of the subject properties. Based upon surveys provided by the owners, the existing chain link fences along the rear line of #901 and #905 Myers Circle SW, are situated within the boundaries of the subject parcels, while the remaining fences are constructed within the right-of-way for Nutley Street SW.

The permit for the 8-foot-tall fence at 903 Myers Circle SW, has been issued by the staff under the standard Town requirements that all new fences must be constructed with the finished side facing outward and upon private property. The remaining fence permits have yet to be filed since the property owners' desire to construct the new wooden fence in the same location as the existing fences, which is generally four feet beyond their rear property lines and entirely within the Nutley Street SW, street right-of-way.

SUMMARY/STAFF IMPRESSIONS:

Testimony provided during the public hearings before the Board of Zoning Appeals indicates that the Myers Circle SW, property owners desire to place the new 8-foot-tall fence in the same general location as the existing fence to take advantage of the existing grade in that area. Most of the residential parcels drop off significantly from the Nutley Street SW, right-of-way, and it is the owners' belief that restricting the location of the new fence(s) to their rear property lines will greatly reduce the benefit of the added height.

Section 18-35 (by reference from § 18-17) of the Vienna Town Code specifies the conditions under which fence permits may be issued. One such condition is to insure that any fence must be placed within the boundaries of the applicant's own property. As such, the Zoning Administrator is precluded for issuing fence permits for the construction of the aforementioned fence(s) within the public street right-of-way.

DOCUMENTS ATTACHED:

- 1. D PROPERTY OWNERS PETITION.pdf
- 2. D REPRESENTATIVE BZA ORDER 900 BLK MYERS CIR SW.pdf

RECOMMENDATION:

The Planning & Zoning Director can recall only one instance of a proposed agreement between the Mayor and Town Council and a property owner to permit the construction of a fence within the public street right-of-way. That proposal--while never enacted--would have required the preparation of a hold-harmless agreement by the Town Attorney and its execution by the affected parties. With respect to the current proposal, Mr. Hembree and Mr. Johnson, Director of Public Works was also concerned about the type of precedent that would result from the grant of the proposed fence placement within the public street right-of-way. He also notes that the existing sidewalk along Nutley Street SW, is substandard at only 4 feet in width as opposed to the Town's new standard of 5 feet.

Dear Board of Zoning Appeals:

This letter represents the formal petition of a united group of property owners from Myers Circle SW who own property abutting Nutley Street SW (hereinafter referred to as "the Petitioners"). The Petitioners seek permission from the Board of Zoning Appeals to construct an eight-foot high fence along a stretch of property along Nutley Street SW in place of the existing 4 foot chain link fence. The Petitioners seek a waiver to the current restrictions on the height of fences in the Town of Vienna due to increasing noise, privacy, health and safety concerns. This petition is not a singular request, but is representative of four property owners and is representative of a community's desire.

The volume of vehicle and pedestrian traffic on Nutley Street has steadily increased over the past few years, and Nutley Street is now a major artery serving the town. Attendant with the increase in traffic is the increase in noise, privacy, health and safety issues.

- Noise: Noise from traffic on Nutley Street is a 24-hour concern. The wail of sirens and
 the interruption of flashing lights is a nightly occurrence. The rumble of motorcycles
 routinely overwhelms conversation. In addition, the throb from car stereos and the
 occasionally offensive language emitting from vehicles hampers our ability to enjoy our
 property as all four properties' backyards face Nutley Street.
- Privacy: With the increase in pedestrian traffic, is an increase in privacy concerns. We
 can no longer enjoy our property without having street and pedestrian traffic observing
 our children at play, our backyard bar-b-que's, and other daily activities. On occasion,
 pedestrians cut through our yards to access other streets.
- Health: There is a marked increase in rubbish thrown from vehicles and litter discarded from pedestrians. And this rubbish is not simply discarded food wrappers and drink bottles. One family found a discarded machete thrown over a four-foot fence. All of these discarded items pose health concerns to animals and humans.
- Safety: Rising concerns related to the safety of the pets, children and property are of paramount important to the Petitioners.
 - Safety of pets: In addition to the health hazard posed by rubbish, there is an
 increased safety hazard to pets and children. One family came outside to find
 pedestrians throwing rocks at the family pet.
 - O Safety of children: We also have significant concerns on the welfare and safety of our children. With the constant street and pedestrian traffic, and a lack of a sufficient privacy barrier, our children are easily visible to predators, who may take further action.
 - Safety of property: Similarly, a lack of a sufficient privacy barrier exposes our daily routine to street traffic, making our homes and property a target of vandals and other malicious action. In the past few years, several cars on Myers Circle, SW have been vandalized, causing significant damage.

The Petitioners are aware that the Town of Vienna currently permits property owners to build fences six feet in height. A six foot fence would provide only marginal protection from the hazards identified above (see Appendix).

Fairfax County Zoning Ordinance 10-104 states "in any side or rear yard on any lot, a fence or wall not exceeding seven (7) feet in height is permitted. However, a solid wood or masonry fence or wall not exceeding eight (8) feet in height, located flush to the ground, is permitted... For that portion of a side or rear yard of a residential lot where the side or rear lot line is within 150 feet of a major thoroughfare and abuts common or dedicated open space, where such open space is located between the lot line and the major thoroughfare." Nutley Street SW is listed as and considered by definition and practice a Major Thoroughfare by both the Town of Vienna and Fairfax County.

The Vienna Zoning Ordinance states a residential property abutting a commercial or industrial property may have and 8 foot fence or wall, as evidenced and a matter of precedence by property on the northern section of Nutley St, SW and as Roland St, SW (see Appendix). It is our understanding this ordinance has been incorporated due to elevated traffic, congestion, and noise, and the potential hazards and annoyances that come with these items. There is no question Nutley Street SW exhibits most, if not all, of these same concerns and meets the spirit of the ordinance, thus allowing and in some cases requiring a minimum of an 8 foot barrier. To exacerbate these issues, our property is only mere feet from the thoroughfare and Nutley Street is at an elevated position above our backyards.

The town has convicted sex offenders living and/or working within town limits. As a major thoroughfare between the Vienna Metro, the town, I-66, Maple Ave, and Tyson's Corner, Nutley Street and its sidewalks are unquestionably utilized by these offenders, as well as other predators. A six foot fence fails to provide adequate protection.

Vehicle and pedestrian traffic on Nutley Street has steadily increased and will continue to increase. The following items within the Town's 2010 Comprehensive Plan recognize the concerns of the petitioners:

- Commuter traffic dominates automobile traffic through Vienna.
- Tyson's Corner is one of the region's largest employment and retail centers. Commuters utilizing I-66 & the Vienna Metro contribute substantially to congestion on Nutley Street. Most commuter traffic neither originates in nor terminates in Vienna.
- Nutley Street is a Major Thoroughfare.
- Traffic congestion on Nutley Street is so heavy and backed up, motorists on arterial streets frequently require two or more signal cycles to cross or turn on to Nutley Street.
- Residential Neighborhoods may be adversely affected by commuter parking. With the
 design of I-66, incentives exist for people to park in SW Vienna for carpools. Overflow
 from the Vienna Metro spills on to local streets. [This increases pedestrian and vehicle
 traffic in our neighborhood and on Nutley Street].

- Safety is a concern due to the high volume of traffic and the rapid pace of DC area, which
 results in stress on drivers and contributes to unsafe situations within Vienna.
- The town Police has to vigorously enforce traffic laws particularly on Nutley Street in order to attempt to calm traffic.
- Traffic on Nutley Street is so bad, the town wants to optimize signals.
- Maintenance of sidewalks on Nutley Street is a priority [which contributes to high volume of foot traffic], particularly near the Vienna Metro.
- Traffic calming measures have done little to relieve congestion on Nutley Street.
- Traffic conditions are likely to further deteriorate around the Vienna Metro [our backyard].
- Developers are submitting plan amendments calling for higher densities, which will result in more traffic and congestion.
- As part of the land use objective, a main priority is to promote the safety and security of town residents. [Our fence proposal concurs with this goal with no cost to the town].
- The town wants to strengthen the Central Business District [which would result in more traffic].
- Traffic on Maple Avenue is already at or above capacity at most times. [The traffic studies show Maple Ave. and Nutley St. have virtually same traffic count and in some cases more].

The following goals are listed within the Town's 2010 Comprehensive Plan which recognizes the concerns of the petitioners:

- Create a transportation system to minimize disturbing effects of increased traffic on community. This goal is to protect residents from direct and indirect effects of regional and local traffic.
- Maximize the use of sidewalks [resulting in more pedestrian traffic at our backyard].
- Reduce pollution [acknowledging pollution on Nutley Street is an issue].
- Increase the use of Vienna Metro [more traffic on Nutley Street].
- Minimize number of access points on Nutley [acknowledge Nutley St is heavily used].
- Support additional parking at the Vienna Metro [more traffic in our backyard].
- Integrate non-motorized transportation systems, with emphasis on Vienna Metro.
- Support more bike racks at Vienna Metro [increased bicycle traffic (with elevated vantage points) passing our backyards].

Nutley Street SW is on a Bus and Truck Route. These heavy vehicles produce elevated noise levels and add to privacy concerns due to the elevated vantage points of passengers.

Due to the fact traffic is a major concern to the Town of Vienna and its resident, the town commissioned a Traffic Calming Study. A major finding of the study showed the highest

percentage of cut through traffic involved Nutley Street SW and Kingsley Street SW. The majority of cut through traffic is caused by vehicles using Nutley Street to travel between I-66 and Tyson's Corner. This same study showed an average daily traffic count taken in 2005 on Maple Ave. E to be 41,000 to 44,000, on Maple Ave. W to be 38,000, and on Nutley St SW to be 39,000. Weekday only averages are slightly elevated, but equally distributed between these streets. Maple Ave is considered the Principal Artery of Vienna. However, you can see that Nutley St. SW is only slightly lower than Maple Ave E and higher than Maple Ave. W.

Fairfax County land use policy prohibits residential development where outside noise exceeds 75 dB. It is almost certain the county today would not allow a new major thoroughfare to be constructed so close to residential property, such as Nutley Street SW is to our property on the eastern side of Myers Cir SW. There are examples where Fairfax County, as so have many other counties within the U.S. in a similar situation, have constructed sound barriers to abate noise exceeding residential thresholds. It has been said when Nutley Street was originally built, today's use was not envisioned. It is often difficult to carry on a simple conversation while in our backyards. Traffic noise is such an issue in our area, Tyson's Corner commissioned a study which was to begin April, 2011. As traffic congestion is an increasing problem locally, regionally, nationally, and even globally, there have been many studies performed on the Noise impacts. The following items show the average results of various studies.

- Flowing traffic at 35 mph shows noise levels of 73 db(A) to 83 db(A), depending on the number and type of vehicles.
- Various recommendations set a threshold of 65 db(A) during the day.
- A noise level of 65 db(A) is level when ambient noise begins to interfere with the ability to carry on normal conversation. A level of 60 db(A) is considered intrusive, 70 db(A) makes telephone use difficult, and 80 db(A) interferes with conversation.
- Traffic calming measure alone will not reduce the noise level. 200 vehicles in an hour are only half as loud as 2000. A small reduction in traffic will produce sufficient results.
- A 10 dB decrease is perceived as halving the level noise. A 3 dB change is VERY noticeable.

The petitioners are proposing an 8 foot fence which has been shown to be capable of reducing noise as much as 6 dB to 10 dB. This decrease is equivalent to a vacuum cleaner noise level to that of normal speech. Again, a 10 dB reduction sounds half as loud. Unlike a 6 foot masonry wall, the petitioners have not found any studies showing any affect of a 6 foot wooden fence having a satisfactory reduction in noise levels. Additionally, upon speaking with several local fence contractors who have constructed 6, 7, and 8 foot fences, particularly those built in an attempt to reduce noise levels, have stated a 6 foot will yield no noticeable difference in levels. They have continued to state you will not perceive a significant, but will get some, reduction of levels at 7 feet. Ultimately, these professionals stated we will not get any considerable affect until an 8 foot fence is constructed.

A suggested solution of planting bushes, shrubs, and/or other vegetation will not resolve the matter. It will take approximately 50 feet of dense vegetation to abate the noise. This is not feasible with the size and depth of our back yards. This method will not solve the security issues, but can actually encourage an intruder to use the vegetation as method of concealment. The vegetation will likely lose its leaves during the fall and winter, dissipating any intended affect. The vegetation will promote an increase in insects, pests, and bugs, further deteriorating the pleasure of our backyard. Further, as it has happened several times on Nutley St, a stray vehicle can destroy any vegetation, taking years to harvest again.

The Petitioners contacted several vendors providing fence construction services to determine cost and timeframe requirements. The Petitioners further commit to ensuring the maintenance of the fence as it weathers so as not to disrupt the appearance of the Town of Vienna.

The Petitioners appreciate the serious consideration of their request by the Board of Zoning Appeals of the Town of Vienna. The properties owned by the Petitioners represent a significant investment in the Town of Vienna, and the Petitioners hope to reap the full return on their investment by enjoying their property in peace and safety for many years to come.

Sincerely,

The Petitioners

Olympia Purdum

909 Myers Cir SW

Ian & Kathryn De Vocht 907 Myers Cir SW

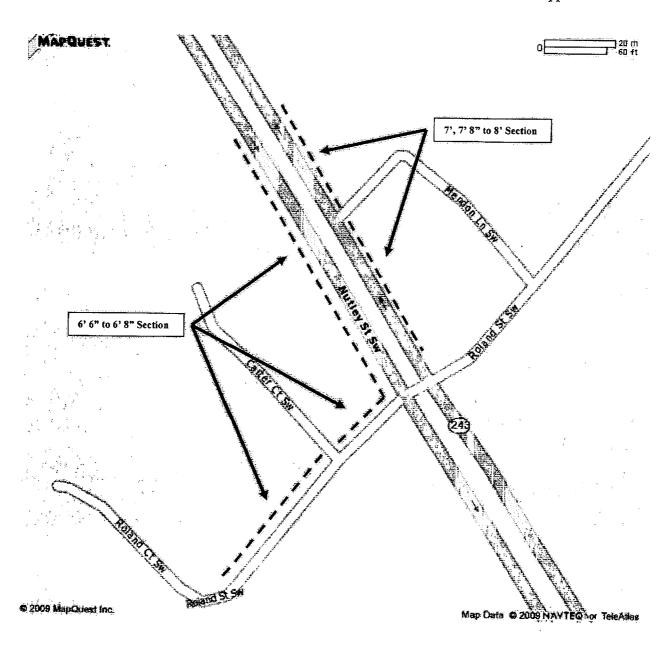
David & Kelly Brickley

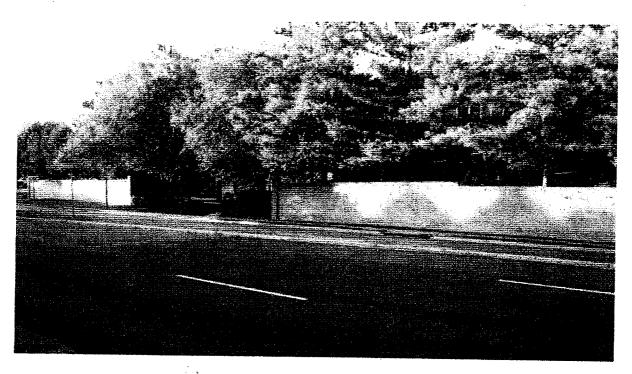
905 Myers Cir SW

Michael & Joanna Syverson

901 Myers Cir SW

Appendix

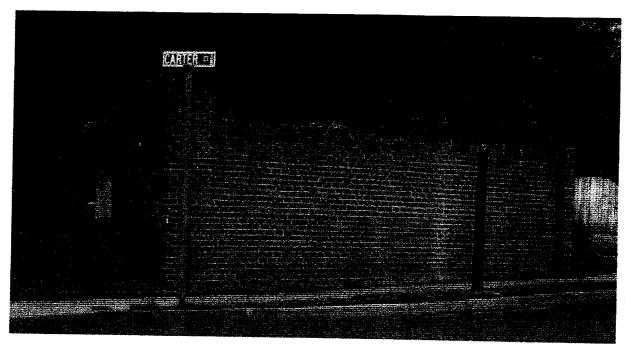




Northeast side of Nutley at Mendon Lane. Northern section of fence measures 7' in height. Southern section measures from 7' 8" to 8' in height. All measurements DO NOT include the "posts." The "posts" rise HIGHER than the aforementioned height of the fence line.



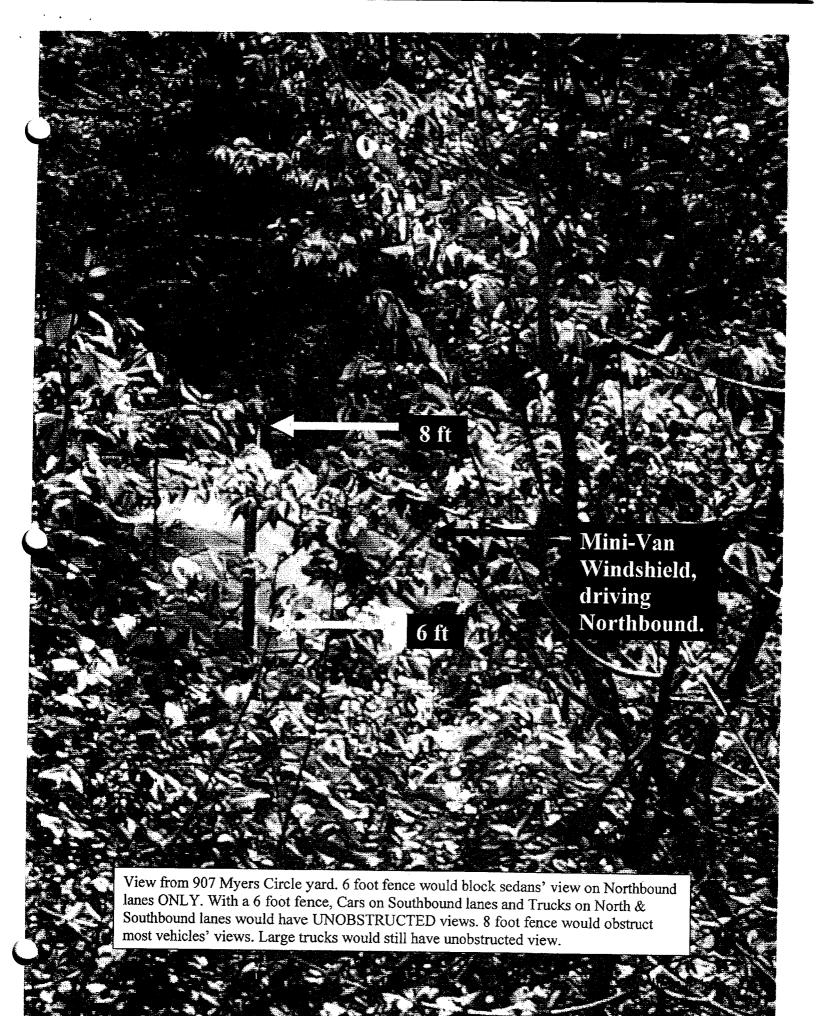
Southeast side of Nutley at Roland Street. The entire section of fence measures from 6' 6" to 6' 8" in height. All measurements DO NOT include the "posts." The "posts" rise HIGHER than the aforementioned height of the fence line.



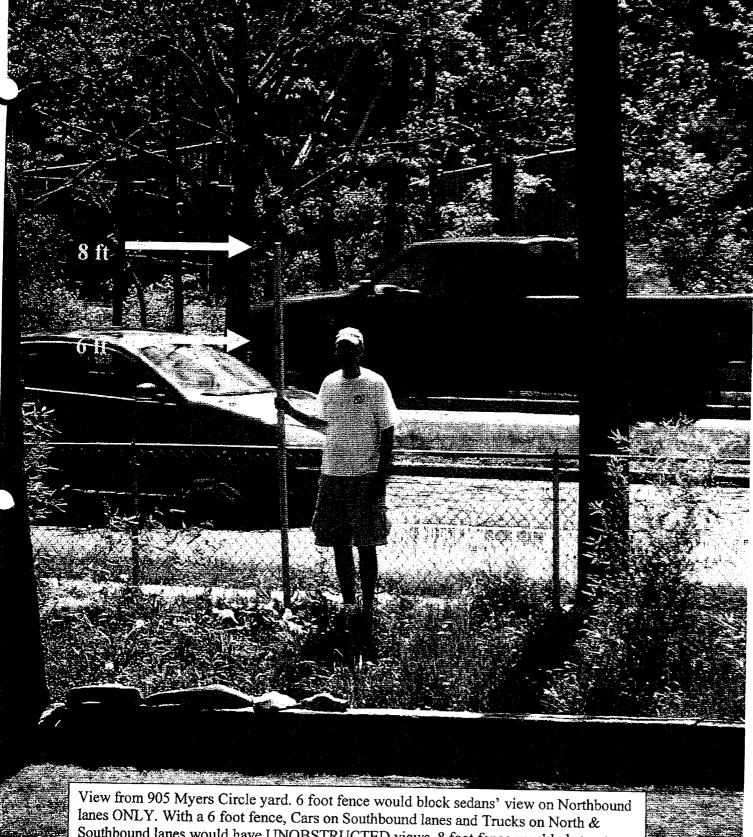
Northwest intersection of Roland Street and Carter Court. The entire section of fence measures from 6' 6" to 6' 8" in height. All measurements DO NOT include the "posts." The "posts" rise HIGHER than the aforementioned height of the fence line.



Northwest section of Roland Street between Carter Court and Roland Court. The entire section of fence measures from 6' 6" to 6' 8" in height. All measurements DO NOT include the "posts." The "posts" rise HIGHER than the aforementioned height of the fence line.



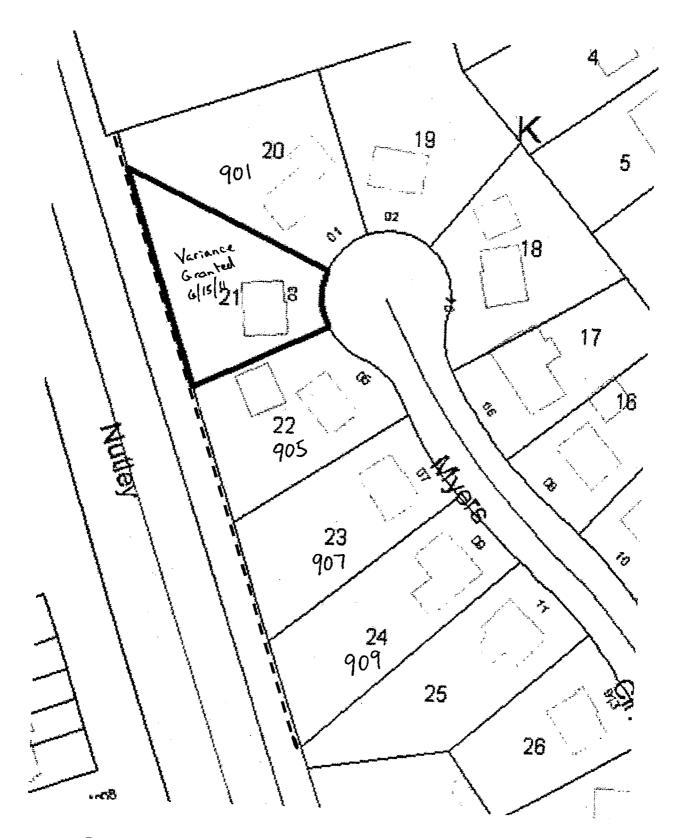
Mini-Van driving Southbound View from 907 Myers Circle yard. With a 6 foot fence, Cars on Southbound lanes and Trucks on North & Southbound lanes would have UNOBSTRUCTED views. 8 foot fence would obstruct most vehicles' views. Large trucks would still have unobstructed view.



Southbound lanes would have UNOBSTRUCTED views. 8 foot fence would obstruct most vehicles' views. Large trucks would still have unobstructed view.







----: Proposed Fence Line Replacing Existing Chain Link Fence

BOARD OF ZONING APPEALS, TOWN OF VIENNA, VIRGINIA
Variance Application Submitted by David Brickley on behalf of Michael G. Syverson to construct a fence in excess of the maximum height requirement on property located at 901 Myers Circle SW,

ORDER

THIS MATTER was considered by the Board of Zoning Appeals during a public hearing held on July 20, 2011, for a requested variance from Section 18-35 of the Code of the Town of Vienna, while the applicant subject of the Code of the Town of Vienna, applicant subject of the Code of the Town of Vienna, applicant subject of the Code of the Town of Vienna, applicant subject of the Code of the Town of Vienna, applicant subject of the Code of the Town of Vienna, applicant subject of the Code of the Town of Vienna, applicant subject of the Code of the Town of Vienna, applicant subject of the Code of the Town of Vienna, applicant subject of the Code of the Town of Vienna, applicant subject of the Code of the Town of Vienna, applicant subject of the Code of the Town of Vienna, applicant subject of the Code of the Town of Vienna, applicant subject of the Code of the Cod Virginia. Based upon testimony offered by the applicant, exhibits offered into evidence, comments offered by members of the public and other interested parties, the Board has determined the following

- A. On June 15, 2011, the Board of Zoning Appeals considered an application for the construction of an 8-foot-tall fence along the rear line of the property at 903 Myers Circle SW, that adjoins Nutley Street SW. After due consideration of written and oral testimony, the staff report and comments from Boardmembers, the Board of Zoning Appeals granted the requested variance subject to the placement of said fence in accord with other Town Code requirements (on the applicant's property and with the finished side facing outward). In their consideration of the grant of said variance, Boardmembers noted the testimony of a surrounding neighbor, and the intentions of other property owners on the same street to move forward with their own variance applications should the initial request be approved. It was suggested by the Board that the staff combine the subsequent Myers Circle SW, fence
- The characteristics of each of the four (4) lots that comprise the combined variance application were noted in the staff report and indicated below:
 - The subject property at 901 Myers Circle SW (Lot 20), encloses 16,362 square feet and is a pie-shaped lot along the cul-de-sac bulb that ranges from 40.01 to 162.88 feet in width and 134.39 to about 200 feet in depth. According to its survey, 28.34 feet of the westernmost portion of the property adjoins Nutley Street SW. Improvements include the single-family dwelling, attached carport and driveway.
 - 2. Lot 22 (#905) encloses 13,169 square feet, adjoins the cul-de-sac bulb and ranges from approximately 66 to 88 feet in width and from 117.72 to 159.13 feet in depth. According to the survey, the rear line that adjoins Nutley Street SW, is 103.78 feet in length. Existing improvements include the dwelling, detached garage and concrete
 - 3. Lot 23 (#907) encloses 13,636 square feet and ranges from 70 to 93.02 feet in width and from 159.13 to 185.42 feet in depth. The subject property survey indicates a rear-
- 4. Lot 24 (#909) enclosed 16,599 square feet and ranges from 70 to 93 feet in width and from 185.42 to 224.55 feet in depth. The survey, from 1958, indicates a rear-line length of 100.78 feet along Nutley Street SW, and existing improvements consisting of the
- Each of the four RS-10 zoned subject parcels "back up to" Nutley Street SW (VA 243), and it is in this location that the property owners desire to construct an 8-foot-tall fence to serve as a security and privacy buffer between their rear yard and the sidewalk and traffic lanes along said street (2009 VDOT traffic count is 27,000 vehicles per day). These parcels are known legally as Lots 20, 22, 23 and 24 of Block K, Section Eight, Vienna Woods. Because § 18-35 of the Vienna Town Code (by reference from § 18-17) specifies a maximum fence height of 6 feet, the entire length of each of the four proposed fences would exceed the permitted height requirement.
- According to the various property surveys, the total length of these rear lot lines along Nutley Street SW, spans a distance of 325.84 feet (with 903 Myers Circle SW, a total of 505.5 feet) and is also entirely located within a 10-foot-wide easement in favor of the Town for traffic control purposes. Based upon surveys provided for the parcels at 903 and 905 Myers Circle SW, the existing chain link fences along the rear line of #901 and #905 are situated within the boundaries of the subject parcels, while the remaining fences are constructed within the right-of-way for Nutley Street SW. (As was noted in the first such application for the 8-foot-tall fence, all new fences must be constructed with the finished
- As noted in the June 2011 staff report, a significant portion of the supporting documentation that accompanies the variance request was provided to the Mayor and Town Council in the form of a petition requesting a waiver from the maximum fence height

Variance Application Submitted by David Brickley, on behalf of Michael G. Syverson to construct a fence in excess of the maximum height requirement on property located at 901 Myers Circle SW, in the RS-10, Single-Family Detached Residential zone.

July 20, 2011 Page 2 of 2

requirements. Mayor Seeman, in her response letter, rightly noted that the proper venue for consideration of a fence height variance is before the Board of Zoning Appeals. The original petition included a total of five property owners along Myers Circle SW.

- F. A continuing comparison is also being made between the proposed 8-foot fence along the rear property lines of the Myers Circle SW, properties and the masonry screen walls that currently exist along the property boundaries of Townes of Vienna III and IV on either side of Nutley Street SW, and to the north of Roland Street SW. Masonry screen walls are required—by § 18-172 of the Vienna Town Code—to serve as a physical buffer, or screen, between parcels zoned for single-family detached residential dwellings and parcels that carry a more intensive use (higher-density residential or commercial activities, for example). As a part of this ordinance requirement, the masonry screen wall must be not less than 6 feet in height (not 8 feet as specified in the updated petition) on the residential side of the wall (which usually translates into a taller wall on the more intensely-zoned side thereof).
- G. An extensive review of the department's address files yielded a number of prior variance applications for 6-foot-tall fences on corner lots for single-family residences, and a 10-foot-tall fence along a row of townhouses (100-110 Shepherdson Lane NE) in the RTH-zoned Regency Ridge townhouse development to screen those properties from the adjoining Dominion Virginia Power Clark Substation (from the June 17, 1999 order: "It was clearly stated that it is quite rare for the Board to find a hardship that would support the grant of a fence ten (10) feet in height").
- H. Prior to opening the Public Hearing on this matter, a majority of the Board determined that it was appropriate to review and vote on each property separately.

AND FROM THE FINDINGS OF FACT AS DETERMINED ABOVE, the Board of Zoning Appeals makes the following conclusions of law:

- 1. Granting of the requested variance, as considered by the Board of Zoning Appeals, will not be detrimental to the health, safety or welfare of the neighborhood, nor to the persons who reside therein, and is approved in accordance with the provisions of § 18-233 of the Town Code.
- 2. The Board noted that the variance request from the preceding month set into motion the current request(s) and the property owners had made a good case for a hardship due to the high traffic volume experienced along Nutley Street SW, along with justifiable concerns for privacy, personal safety and noise that would be alleviated through the construction of a fence in excess of the maximum permitted height.
- 3. During public testimony, it was offered by the property owner's representative that it was the owner's desire to replace the existing chain link fence with a new fence 8 feet in height. Boardmembers determined—from the resulting discussion on the matter—that the Zoning Administrator is only able to issue fence permits to the owner of private property and that he had no authority to permit the placement of any new fence on publicly-held property. After reference to the Order issued the previous month to the owners of 903 Myers Circle SW, it was noted that each current Order—if said variance was approved—should reference the granted fence height and style only. The Board also determined that the grant of new fence placement within the existing right-of-way for Nutley Street SW, even if it is for the replacement of an existing chain link fence, properly belongs with the Mayor and Town Council.

IT IS, THEREFORE, ORDERED, this \(\frac{1}{2} \) day of \(\frac{1}{2} \), that the application, as submitted by David Brickley, on behalf of Michael G. Syverson, to construct a fence in excess of the maximum height requirement on property located at 901 Myers Circle SW, for a variance from the above-referenced Vienna Town Code section shall be approved subject to construction of a board and batten-type wooden fence not to exceed 8 feet in height.

Robert W. Dowler, Vice-Chairman

Board of Zoning Appeals Town of Vienna, Virginia

Item # 1

TOWN OF VIENNA TOWN COUNCIL WORKSESSION ITEM September 19, 2011

8:00 PM

ITEM NO. 2

Print Water/Sewer Issues Follow-up

BACKGROUND SUMMARY:

This work session is a follow-up to the June 13, 2011 session where the consultants presented the Water/Sewer System Valuation Study and Capital Improvement Program drafts.

OVERVIEW:

Additional information was added to the Valuation Study based on Town Council input. A draft 5-year Capital Improvement Program project list has been prepared.

SUMMARY/STAFF IMPRESSIONS:

The calculated system sale price to just pay for existing debt is so high that staff believes the two adjacent water systems would not be interested in a purchase. Because the Town has no water production plant and must buy water no independent water operator would be interested in purchase.

DOCUMENTS ATTACHED:

No Attachments Available

RECOMMENDATION:

Staff recommends Town Council fund the proposed Water/Sewer CIP.

TOWN OF VIENNA TOWN COUNCIL WORKSESSION ITEM September 19, 2011 8:00 PM

ITEM NO.

Print
Indirect Cost Study Report

BACKGROUND SUMMARY:

Last fall, the Town Manager authorized Steve Jacobs from the consulting division of the Town's auditing firm to do an analysis of the cost of the services provided by General Fund to the Water and Sewer Fund. The study was based on FY 2009-2010 actual costs.

OVERVIEW:

As shown in the attached report summary, the cost of the services provided to the Water and Sewer Fund by the General Fund totaled \$1.6 million in FY 2000-2010. The actual transfer for that year was \$962,000 that by the current fiscal year has been reduced to \$850,000.

SUMMARY/STAFF IMPRESSIONS:

The study indicates the Water and Sewer Fund annual transfer to the General Fund is well within the amount justified by the cost of services provided by the latter.

Mr. Jacobs will be attending the meeting to present the full report and answer questions.

DOCUMENTS ATTACHED:

1. D Vienna Cost Acctng Study 02 09 11.pdf

RECOMMENDATION:

No action is required at this time.

INDIRECT COST ALLOCATION STUDY ACTUAL COSTS FOR THE YEAR ENDED JUNE 30, 2010

TOWN OF VIENNA, VIRGINIA



Town of Vienna 127 Center Street, South Vienna, Virginia 22180

Prepared By Robinson, Farmer, Cox Associates Richmond, Virginia



February 2011

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TOWN OF VIENNA, VIRGINIA INDIRECT COST ALLOCATION STUDY FOR THE YEAR ENDED JUNE 30, 2009

SCHEDULE A – INTRODUCTION

Programs and services provided by the Town usually require the expenditure of resources beyond those directly attributable to the program or service in the Town budget or financial reporting. These additional costs are considered indirect costs. An indirect cost is one that is incurred for the benefit of more than one program or objective and that cannot be readily or specifically identified with a particular program (e.g., overhead costs).

This report utilizes measurable means to distribute overhead costs to the various service delivery departments. The indirect cost analysis includes the following:

- > The cost of direct or indirect services provided by the Town to each of its various departments or functions,
- > The most accurate and reasonable basis of indirect cost allocation based upon: the service/beneficiary department relationships as they existed during the fiscal year, promulgated regulations and management's decisions, and
- Aggregation of financial and other data from the Town's records necessary to compute the allocations.

An Indirect Cost Allocation Study can provide the means for determining the "full cost" of a service provided by the Town and can, further, provide a reasonable and substantiated basis for charging various departments, functions and agencies for services provided.

SCHEDULE B - COMPARISON OF ALLOCATION

The Town customarily charges certain functions for indirect costs incurred. Charges have primarily been based on experienced operational knowledge. This study provides a quantitative evaluation that is reflective of current service/beneficiary relationships, costs and management decisions. As an illustration, the following table, derived from this report, contrasts the calculated indirect costs of supporting the Town's Water and Sewer functions to the actual General Fund charge that was made in FY2010.

Town of Vienna, Virginia

Indirect Cost Allocation Study
Costs For Fiscal Year Ended June 30, 2010

Comparison Of Calculated Indirect FY2010 Costs And FY2010 Water & Sewer Utilities Transfer To The General Fund

	Overhead			EV2010 C	Actual	
	Function		FY2010 Costs Calculated Costs Allocated			Actual
	Total Cost		ľ	To W & S L	W & S Transfer	
			Η,		Tillues	To Town
Overhead Samiles Allegated		Allocated		ndirect Cost		General Fund
Overhead Service Allocated		(Cost Pool)		Allocated - \$	% Of Pool	FY2010
Building Depreciation	\$	450,612	\$	-		
Equipment Depreciation	\$	495,339	\$	-		
Town Manager	\$	573,555	\$	67,163	11.71%	
Administrative Services	\$	501,493	\$	58,725	11.71%	
Legal Services	\$	238,722	\$	18,278	7.66%	
Financial Administration	\$	897,117	\$	401,101	44.71%	
Disbursement Operations	\$	246,522	\$	31,136	12.63%	
Data Processing	\$	46,380	\$	2,217	4.78%	
Risk Management	\$	569,602	\$	62,720	11.01%	i
Information Technology	\$	346,097	\$, <u>.</u>		
Purchasing	\$	286,485	\$	42,973	15.00%	
Revenue Operations	\$	498,486	\$	74,823	15.01%	
Public Information	\$	244,020	\$	28,575	11.71%	
Central Services	\$	211,628	\$	84,651	40.00%	
P C Replacement	\$	78,324	\$	1,989	2.54%	
Public Works Administration	\$	1,285,546	\$	514,218	40.00%	
Vehicle & Equipment Maint.	\$	1,460,823	\$	210,359	14.40%	
Buildings & Grounds	\$	1,283,224	\$	-		
Audit	\$	48,660	\$	5,333	10.96%	
Total	\$	9,762,635	\$	1,604,261	16.43%	\$ 1,212,841

Calculated indirect costs to support Water and Sewer functions exceed the actual charge for these support services by \$ 391,420.

Schedule 1C

Town of Vienna, Virginia
CENTRAL SERVICES COST ALLOCATION PLAN
Costs for Fiscal Year Ended June 30, 2010

Summary of Allocated Costs

	Cost
Department or Function	Allocated
Building Depreciation	
Equipment Depreciation	00000
Town Manager	295,636
Administrative Services Legal Services	129,384
Financial Administration	22,228
Disbursement Operations	519,734
Data Processing	107,502 2,440
Risk Management	1,236
Information Technology	123,190
Purchasing	159,346
Revenue Operations	194,551
Public Information	78,418
Central Services	64,091
P C Replacement	473
Public Works Administration	696,638
Vehicle & Equipment Maint.	321,423
Buildings & Grounds	373,579
Audit	
Public Safety	1,315,635
Other Public Works	1,081,756
Sanitation & Waste Removal Health & Welfare	509,413
Parks Recreation & Cultural	045 500
Community Development	815,569 358,656
Water & Sewer Fund	1,604,261
	1,004,201
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Серемине бибини, и история пира стране ст	
General Government/Other	087 476
Total	987,476 9,762,635
i Otal	3,102,033

Town of Vienna, Virginia
CENTRAL SERVICES COST ALLOCATION PLAN
Costs for Fiscal Year Ended June 30, 2010

Schedule 2C Page 1

Summary of Costs Allocated By Central Service

	Schedule	Schedule	Schedule	Schedule	Schedule	Schedule	Schedule	Schedule
	3E	3F	3G	3H	31	3J	3K	3L
Department or Function	Bldg Depre	Equip Depre	Mgr	Admn Svcs	Atty	Fin Admin	Disbrsmt	DP
Building Depreciation	*************		enen carrerar constant constant constant					
Equipment Depreciation	and the second s							
Town Manager	4,278	1,125	4,933	4,313	164,504		1,422	
Administrative Services	2,995		6,539	5,717			3,360	1,104
Legal Services			1,663	1,454			1,357	4,606
Financial Administration	15,441	3,293	9,808	8,576		138,438	1,874	1,146
Disbursement Operations			5,334	4,664		74,998	3,360	1,442
Data Processing							237	756
Risk Management							603	//////////////////////////////////////
Information Technology	2,700		6,539	5,717	***************************************		2,218	
Purchasing	2,514		5,334	4,664		74,998	1,357	4,990
Revenue Operations	1		3,269	2,859		161,503	3,058	756
Public Information	1,240		11,471	10,030			1,185	1,725
Central Services			3,269	2,859		46,129	1,120	951
P C Replacement						meaning a second-land a land		473
Public Works Administration	209,011		21,279	18,605			6,095	
Vehicle & Equipment Maint.		6,238	29,481	25,777	der in the second second		17,511	
Buildings & Grounds	AND CONTRACTOR OF THE PROPERTY OF THE	29,605	26,211	22,918	****		12,600	
Audit	Salate Cataloge Assessment	noneconsist social						
Public Safety	56,632	131,275	170,403	148.994			35,453	
Other Public Works	A CONTRACTOR OF THE CONTRACTOR	130,957	55,692	48,695		en e	16,003	17,216
Sanitation & Waste Removal	t to the state of the control of the state of	71,132	45,884	40,119		************	10,603	17,210
Health & Welfare	sater in a record of the end of the contract		70,004	40,113		ananagan maka ji ngga	10,019	
Parks Recreation & Cultural	134,847	49,557	68.024	59,477			47.242	
Community Development	9,914	4,384	22,942				47,342	
Water & Sewer Fund	3,314	4,304	67,163	20,060	40.070	404.404	4,803	5,677
vater & Sewer Fully			67,163	58,725	18,278	401,101	31,136	2,217
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						entropolitica (n. 1919).	e artes references and are also	
General Government/Other	11,040	67,773	8,317	7,270	55,940	(50)	43,809	3,321
Allocated to Departments	450,612	67,773 495,339	8,317 573,555	7,270 501,493	55,940 238,722	(50) 897,117	43,809	3,321 46,380

Town of Vienna, Virginia
CENTRAL SERVICES COST ALLOCATION PLAN
Costs for Fiscal Year Ended June 30, 2010

Schedule 2C Page 2

Summary of Costs Allocated By Central Service

Department or Function Building Depreciation Equipment Depreciation Town Manager		Schedule	Schedule	Schedule	Schedule	Schedule	Schedule	Schedule
Building Depreciation Equipment Depreciation	3M	3N	30	3P	3Q	3R	38	3T
Equipment Depreciation	Risk Mgt	ΙT	Purch	Rev Oper	Pub Info	Cent Serv	PC Rplcmt	
Andria interestration and the second and an articles of the second and the second			contraction of the					
Town Manager							***************************************	*************
the contract of the contract o	4,905	8,237	682		2,099	1,232		Market & 10.1031 1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1
Administrative Services	5,557	34,367	4,310		2,782	1,638		
Legal Services	1,333	8,549	1,826		708	406		
Financial Administration	9,506	10,764	682		4,173	2,463	2,984	
Disbursement Operations	4,273	5,641	3,628		2,269	1,333		***********
Data Processing			1,364				*******************	. 1.1 1.1
Risk Management	Santar addition of the san and the san		463				****************	120 1,49420 1 1 1 1 1 2
Information Technology	5,528	37,240	4,091		2,782	1,638		Action of the Control
Purchasing	4,543	5,641	901		2,269	1,333		
Revenue Operations	2,619	12,875	4,773		1,391	825		
Public Information	9,319	7,095	3,409		4,880	2,882		
Central Services	2,619	3,530	1,145		1,391	825		
P C Replacement					en et et a tarin i de l'il e e e e e e e e e e e e e e e e e e e	Coffee and construction of the co		
Public Works Administration	41,365		5,917	**********	9,053	5,346	* ***************************	89,988
Vehicle & Equipment Maint.	25,103		29,319	ererorom cristiana arababan.	12,543	7,403		128,555
Buildings & Grounds	24,961		27,273	12. 00.12.00.12.10.00.00.00.00.00.00.00	11,152	6,577		115,699
Audit		***********************	ere e e e e e e e e e e e e e e e e e e	to the the transfer of the tra				
Public Safety	155,446	128,471	25,910		72,498	42,740		
Other Public Works	62,944	1.0000001000000000000000000000000000000	32,509	Cathetetatanaan ana gayay	23,694	13,967		244,254
Sanitation & Waste Removal	39,729	* 2020.00.00.00.00.00.00.00.00.00.00.00.00	6,137		19,522	11,504	erenene gegengen in ingergegen.	192,832
Health & Welfare	***************		eterariore estimato, como o				Francisco e programa proprio por proprio por pro-	102,002
Parks Recreation & Cultural	78,374	42,362	57,761		28,941	17,053		
Community Development	20,921	16,543	2,727	**************	9,761	5.752		100,000,000,000,000
Water & Sewer Fund	62,720	A CONTRACTOR AND A CONT	42,973	74,823	28,575	84,651	1,989	514,218
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ineral Government/Other	7 827	24 722	78 505	422 CC2	2 507			
Seneral Government/Other	7,837 569 602	24,782 346,007 L	28,685	423,663	3,537	2,060	73,351	
seneral Government/Other Illocated to Departments otal to be Allocated	7,837 569,602 569,602	24,782 346,097 346,097	28,685 286,485 286,485	423,663 498,486 498,486	3,537 244,020 244,020	2,060 211,628 211,628	78,324	1,285,546 1,285,546

Town of Vienna, Virginia
CENTRAL SERVICES COST ALLOCATION PLAN
Costs for Fiscal Year Ended June 30, 2010

Schedule 2C Page 3

Summary of Costs Allocated By Central Service

-	Schedule	Schedule	Schedule	Schedule	Schedule	Schedule	Schedule	Schedule
	3U	3V	3W	3X	3Y	3Z	3AA	3BB
Department or Function	Vehicle Mnt	B&G	Audit					
Building Depreciation				·	•		L	
Equipment Depreciation		A THE STREET CO. L. C.				The state account and a succession		
Town Manager	11,687	85,976	243	*,*,*5/5/4.4.4.4.4.4.4.4.4.4.4.4.4.4.4.4.4.4.	***************************************	*** ******** . * * * * * * *		
Administrative Services	n karanasan sa sa sa Santa a	60,183	832	***********	***************************************	* . ********		or constraint and a
Legal Services	*************		326		*			
Financial Administration	* - * - * 1 1/10/10/10 10 10 10 1/10 10 10 10 10 10 10 10 10 10 10 10 10 1	310,284	302					ere come e a secono
Disbursement Operations		310,204	560					
Data Processing	en de la companya de	unterent construction on the con-	tetata ta ta comunica de escapa de comunica de	*******************		***************************************		or en incressors en en incres
Risk Management			83			er e		
			170			to to take a terral consultation to consultation	and the field of an entropy of a second	managaga ang at
Information Technology		54,280	457					
Purchasing		50,559	243	**.*.****.		C.C. C.C. 100		
Revenue Operations			623					
Public Information		24,895	287					
Central Services			253					
P C Replacement				C. 16.18				
Public Works Administration	46,746	242,016	1,217					**************
Vehicle & Equipment Maint.	35,060	. nakaki na na sidinsi sa si s	4,433	hata aranta yenere a aran a				to or course a con-
Buildings & Grounds	93,493		3,090		*****************	ting the section of t		e established in our a
Audit	o o o o o o o o o o o o o o o o o o o					Maria tanàna taona mandra dia man		
Public Safety	303,851	37,855	6,107	organization of the		tational engineers of a		ar the manner are a
Other Public Works	432,404	37,000	3,421					
Sanitation & Waste Removal	the barbarbarbarbarbarbarbarbarbarbarbarbarb		reserve a reserve and formal a second of					
ACCOMPANY AND A CAMBRIDGE CAMBRIDGE CONTRACTOR CONTRACT	70,120		1,815			***		escusionamento e succe
Health & Welfare								
Parks Recreation & Cultural	222,045	tweeters of a second control of the	9,786					
Community Development	35,060	199,285	827			******		
Water & Sewer Fund	210,359		5,333					
	J							
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		* *********************						Contractival contract
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er et en person en variant de la companya de la co			and a specific control of the specific					
					The section will be a section of the	1.1900 1.1		
General Government/Other	(2)	217,891	8,252					
Allocated to Departments		1,283,224	48,660					
Total to be Allocated Difference	1,460,823	1,283,224	48,660			i		

Schedule D

Town of Vienna, Virginia Central Services Cost Allocation Costs for Fiscal Year Ended June 30, 2010

Summary of Allocation Bases

Department	Schedule	Basis of Allocation
		· · · · · · · · · · · · · · · · · · ·
Building Depreciation	E	Actual Cost & Sq Feet Occupied
Equipment Depreciation	F	Actual Cost
Town Manager	G	# of Employees
Administrative Services	Н	# of Employees
Legal Services	1	Work Effort
Financial Administration	J	Employees Supervised
Disbursement Operations	K	Weighted # of AP & Payroll Checks
Data Processing	L	Service Calls and Terminals
Risk Management	M	# of Employees, Vehicles & Property Values
Information Technology	N	# Terminals & Service Calls
Purchasing	0	# of Purchase Orders Issued
Revenue Operations	Р	Work Effort
Public Information	Q	# of Employees
Central Services	R	Work Effort & # Empolyees
P C Replacement	S	Actual Purchases
Public Works Administration	Т	Estimated Effort & Employees Supervised
Vehicle & Equipment Maint.	U	# Vehicles & Equipment
Buildings & Grounds	V	Square Feet Occupied
Audit	W	# of checks AP & Payroll and POs

TOWN OF VIENNA, VIRGINIA STATEMENT OF FUNCTION AND BENEFIT FOR THE YEAR ENDED JUNE 30, 2009

SCHEDULE 1E - BUILDING DEPRECIATION

Building depreciation charges recorded in the Town's financial records are allocated to its various functions and based on occupied square feet.

SCHEDULE 1F - EQUIPMENT DEPRECIATION

Equipment depreciation charges recorded in the Town's financial records are reported for the several central service functions.

SCHEDULE 1G - TOWN MANAGER

The Town Manager's Office performs, supervises, directs, and advises on the work involved in providing services by all departments, functions and personnel in the Town service. Costs associated with this function have been allocated departmentally based on the number of full time employees.

SCHEDULE 1H – ADMINISTRATIVE SERVICES

Administrative Services performs all Human Resources functions for the Town and a is assigned significant duties in the budget preparation process. Costs associated with this function have been allocated departmentally based on the number of full time employees.

SCHEDULE 11 – LEGAL SERVICES

The Town Attorney's office provides legal services to the Town Council, Town Manager and other Town departments. Costs for this central service have been allocated based on a review of expended effort by the legal staff of the Attorney's office.

SCHEDULE 1J - FINANCIAL ADMINISTRATION

The office of the Director of Finance provides oversight of all financial, accounting and payroll operations of the Town and is directly responsible for the management of several other functions including: Disbursement, Purchasing, Central Services and Revenue Operations. Costs have been allocated based on an analysis of work effort and on the number of personnel supervised.

SCHEDULE 1K – DISBURSEMENT OPERATIONS

Disbursement Operations performs all accounts payable and payroll functions for the Town. Costs have been allocated based on the number of accounts payable and payroll checks issued.

SCHEDULE 1L - DATA PROCESSING

Accumulated in this function are all Town costs for maintenance and service contracts for its electronic infrastructure. These costs are allocated based on the number of computers supported and service calls performed by the Information Technology function.

SCHEDULE 1M - RISK MANAGEMENT

This function aggregates the cost of insurance for all Town functions. Costs have been allocated based on the number of employees or property values as appropriate.

TOWN OF VIENNA, VIRGINIA INDIRECT COST ALLOCATION STUDY FOR THE YEAR ENDED JUNE 30, 2009

SCHEDULE 1N - INFORMATION TECHNOLOGY

The Information Technology Department provided all oversight, support and service for the Towns computer infrastructure. Costs are allocated based on the number of computers supported and service calls performed.

SCHEDULE 10 - PURCHASING

This function provides procurement services for all Town departments. These costs are allocated based on the number of purchase orders issued.

SCHEDULE 1P - REVENUE OPERATIONS

This function is responsible for all tax, fee and other revenue collections for the Town. Direct allocations have been made based on analyzed work effort.

SCHEDULE 1Q - PUBLIC INFORMATION

The Public Information Office is responsible for all press releases and dissemination of information concerning Town functions and activities. The costs are allocated based on the number of employees.

SCHEDULE 1R - CENTRAL SERVICES

This function provided switchboard services and clerical accounting assistance. These costs are allocated departmentally based on the number employees.

SCHEDULE 1S - PC REPLACEMENT

Costs for replacement desktop and laptop computers are accumulated in this function. Costs are allocated to departments based on actual purchases.

SCHEDULE 1T – PUBLIC WORKS ADMINISTRATION

Public Works Administration provides management oversight for several activities of the Town. Costs are allocated to departments which fall under its jurisdiction based on number of employees supervised and analysis of required effort.

SCHEDULE 1U -VEHICLE & EQUIPMENT MAINTENANCE

This function provides repair and maintenance services for Town vehicles and heavy equipment. The costs are allocated based on the number of vehicles and pieces of equipment assigned to departments.

SCHEDULE 1V - BUILDINGS & GROUNDS

The Town provides facility and grounds management services to Town owned buildings, primarily Town Hall. These costs are allocated departmentally based on the number of square feet serviced.

SCHEDULE 1W - INDEPENDENT AUDIT

The Town's Financial Statements are audited annually as required by state statute. Audit costs have been allocated based on the number of accounting transactions per department.

Costs To Be Allocated - Function: Building Depreciation

Expenditure Per Annual Financial Report	\$	
ADDITIONS	-	1
Total Allocations From Central Service Functions		I
Use Charge		
Depreciation	450,612	
Total Additions	\$	450,612
SUBTRACTIONS		1
Reimbursement		
Total Subtractions	\$	
TOTAL COSTS TO BE ALLOCATED	۱ م	450.040
TOTAL COSTS TO BE ALLOCATED	\$ [450,612
Basis Used For Allocating Cost: Actual Cost & Sq Feet Occupied	· · · · · · · · · · · · · · · · · · ·	

Costs To Be Allocated - Function: Equipment Depreciation

Expenditure Per Annual Financial Report	\$	
	·	
ADDITIONS		
Total Allocations From Central Service Functions		
Use Charge		
Depreciation	495,339	
-	-	
Total Additions	\$	495,339
SUBTRACTIONS		
Reimbursement		
Total Subtractions	\$	
	·	
TOTAL 000TC TO TO	. -	
TOTAL COSTS TO BE ALLOCATED	\$	495,339
Basis Used For Allocating Cost: Actual Cost		
		tom # 2

Costs To Be Allocated - Function: Town Manager

	L	277,919
ADDITIONS		
	295,636	
Total Additions	Б [295,636
SUBTRACTIONS		
SOBTRACTIONS		
Reimbursement		
Total Subtractions \$; [
TOTAL COSTS TO BE ALLOCATED \$; [573,555
Basis Used For Allocating Cost: # Of Employees		

Costs To Be Allocated - Function: Administrative Services

Expendi	ture Per Annual Financial Report	\$		372,109
		100		-
	ADDITIONS		*	_
Total Allocations From Central Use Charge	Service Functions		129,384	ı
	Total Additions		\$	129,384
·	SUBTRACTIONS			1
Reimbursement				
	Total Subtractions		\$	
	COSTS TO BE ALLOCATED		\$	501,493
Basis Used	For Allocating Cost: # Of Employee	es		<u></u>
				Item # 3

Costs To Be Allocated - Function: Legal Services

Expenditure Per Annual Financial Report	\$	216,494
ADDITIONS]
Total Allocations From Central Service Functions Use Charge	22,228	
Total Additions	\$	22,228
SUBTRACTIONS		7
Reimbursement		
Total Subtractions	\$	
TOTAL COSTS TO BE ALLOCATED	\$	238,722
Basis Used For Allocating Cost: Work Effort		

Costs To Be Allocated - Function: Financial Administration

Expenditure Per Annual Financial Report	\$	426,043
ADDITIONS	·	1
Total Allocations From Central Service Functions Use Charge	519,734	I
Total Additions	\$	519,734
SUBTRACTIONS		1
Audit Fee	48,660	
Reimbursement		
Total Subtractions	\$ [48,660
TOTAL COSTS TO BE ALLOCATED	\$ [897,117
Basis Used For Allocating Cost: Employees Supervised		

Costs To Be Allocated - Function: Disbursement Operations

Expenditure Per Annual Financial Report	\$	139,020
ADDITIONS		
Total Allocations From Central Service Functions Use Charge	107,5	02
Total Additions	\$	107,502
SUBTRACTIONS		_
Reimbursement		
Total Subtractions	\$	
TOTAL COSTS TO BE ALLOCATED	\$	246,522
Basis Used For Allocating Cost: Weighted # Of Ap & Payroll Checks		

Costs To Be Allocated - Function: Data Processing

Expenditure Per Annual Financial Report	\$	43,940
ADDITIONS	4	7
ADDITIONS Total Allocations From Central Service Functions	2.44	_
Use Charge	2,44)
Total Additions	\$	2,440
SUBTRACTIONS		7
	A.4.	J
Reimbursement		·
		1
Total Subtractions	\$	
TOTAL COSTS TO BE ALLOCATED	\$	46,380
Basis Used For Allocating Cost: Service Calls And Terminals		

Costs To Be Allocated - Function: Risk Management

Expenditure Per Annual Financial Report	\$	568,366
ADDITIONS		
Total Allocations From Central Service Functions Use Charge	1,2	36
Total Additions	\$	1,236
SUBTRACTIONS		\neg
Reimbursement		
Total Subtractions	\$	
TOTAL COSTS TO BE ALLOCATED	\$	569,602
Basis Used For Allocating Cost: # Of Employees, Vehicles & Property Value	ies	

Costs To Be Allocated - Function: Information Technology

Expenditure Per Annual Financial Report	\$	222,907
ADDITIONS		
Total Allocations From Central Service Functions Use Charge	12	23,190
Total Additions	\$	123,190
SUBTRACTIONS		
Reimbursement		
Reimbursement		
Total Subtractions	\$	
TOTAL COSTS TO BE ALLOCATED	\$	346,097
Basis Used For Allocating Cost: # Terminals & Service Calls		

Costs To Be Allocated - Function: Purchasing

Expenditure Per Annual Financial Report	\$	127,139
ADDITIONS		
Total Allocations From Central Service Functions Use Charge	159,346	
Total Additions	\$	159,346
SUBTRACTIONS		i
Reimbursement		
Total Subtractions	\$ [
TOTAL COSTS TO BE ALLOCATED	\$ [286,485
Basis Used For Allocating Cost: # Of Purchase Orders Issued		· · · · ·

Costs To Be Allocated - Function: Revenue Operations

Expenditure Per Annual Financial Report	\$	303,935
		_
ADDITIONS]
Total Allocations From Central Service Functions Use Charge	194,551	
Total Additions	\$	194,551
SUBTRACTIONS		1
Reimbursement		
Total Subtractions	\$	
TOTAL COSTS TO BE ALLOCATED	\$	498,486
Basis Used For Allocating Cost: Work Effort		
	· · · · · · · · · · · · · · · · · · ·	Item#3

Costs To Be Allocated - Function: Public Information

Expenditure Per Annual Financial Report	\$	165,602		
ADDITIONS				
Total Allocations From Central Service Functions Use Charge	78,418			
Total Additions	\$ [78,418		
SUBTRACTIONS				
Reimbursement				
Total Subtractions	\$			
TOTAL COSTS TO BE ALLOCATED	\$	244,020		
Basis Used For Allocating Cost: # Of Employees				

Item#3

Town of Vienna, Virginia
CENTRAL SERVICES COST ALLOCATION PLAN
Costs for Fiscal Year Ended June 30, 2010

Costs To Be Allocated - Function: Central Services

Expenditure Per Annual Financial Report	\$	147,537
ADDITIONS		1
Total Allocations From Central Service Functions Use Charge	64,091	•
Total Additions	\$	64,091
CUDIDACTIONS		1
SUBTRACTIONS		J
Reimbursement		
Total Subtractions	\$	
TOTAL COSTS TO BE ALLOCATED	\$	211,628
Basis Used For Allocating Cost: Work Effort & # Empolyees		

Costs To Be Allocated - Function: P C Replacement

Expenditure Per Annual Financial Report	\$	77,851
ADDITIONS		
Total Allocations From Central Service Functions Use Charge	4	73
Total Additions	\$	473
SUBTRACTIONS		
Reimbursement		
Total Subtractions	\$	<u></u>
TOTAL COSTS TO BE ALLOCATED	\$	78,324
Basis Used For Allocating Cost: Actual Purchases		

Costs To Be Allocated - Function: Public Works Administration

Expenditure Per Annual Financial Report	\$	588,908
ADDITIONS		1
Total Allocations From Central Service Functions Use Charge	696,638	I
Total Additions	\$	696,638
SUBTRACTIONS		
Reimbursement		
Total Subtractions	\$	
TOTAL COSTS TO BE ALLOCATED	\$	1,285,546
Basis Used For Allocating Cost: Estimated Effort & Employees Supervi	sed	

Town of Vienna, Virginia

CENTRAL SERVICES COST ALLOCATION PLAN Costs for Fiscal Year Ended June 30, 2010

Costs To Be Allocated - Function: Vehicle & Equipment Maint.

Expenditure Per Annual Financial Report	\$	1,139,400
ADDITIONS		7
Total Allocations From Central Service Functions Use Charge	321,42	3
Total Additions	\$	321,423
SUBTRACTIONS		7
Deimhouseant		
Reimbursement		
Total Subtractions	\$	
TOTAL COSTS TO BE ALLOCATED	\$	1,460,823
Basis Used For Allocating Cost: # Vehicles & Equipment		

Costs To Be Allocated - Function: Buildings & Grounds

Expenditure Per Annual Financial Report	\$	909,645		
ADDITIONS]	
Total Allocations From Central Service Functions Use Charge		373,579		
Total Additions		\$	373,579	
SUBTRACTIONS			7	
			_	
Reimbursement				
Total Subtractions		\$		
TOTAL COSTS TO BE ALLOCATED		\$	1,283,224	
Basis Used For Allocating Cost: Square Feet Occupied				

Costs To Be Allocated - Function: Audit

Expenditure Per Annual Financial Report	\$	
ADDITIONS		_
ADDITIONS Total Allocations From Central Service Functions		
Use Charge		
From Financial Admin	48,6	360
	,	
		į
Total Additions	\$	48,660
	Ψ	40,000
OUDTDAGTIONS		
SUBTRACTIONS		
Reimbursement		
Total Subtractions	\$	
Total Gubildollollo	Ψ	<u></u>
TOTAL COSTS TO BE ALLOCATED	\$	48,660
Basis Used For Allocating Cost: # Of Checks Ap & Payroll And Pos		
Dasis Osed For Allocating Cost. # Of Checks Ap & Payroll And Pos		

		Direct		Indirect Allocation			Rei	m-	
Department or Function		Allocation	Allocation			mount	bursment \$		Total
		\$	Units	Percen	B.	\$			\$
Building Depr		<u> </u>		1 . 5/55	<u> </u>		· · · · ·		
Equipment De	enreciation								
Town Manage	er	4,278	3						4,27
Administrative	Services	2,99	5			294 s	1 1114 1		2,99
_egal Service									_,
Financial Adm		15,44	1		***	***			15,44
Disbursement	Onerations	.vv =							
Data Process	ina								
Risk Manager									
nformation Te	echnology	2,700)						2,70
Purchasing	outhlology	2,514	4						2,51
Revenue Ope	rations		Terri						
Public Informa		1,240)						1,24
Central Service									.,
C Replacen						**196*		5.750	
	Administration	209,01	1						209,01
/ehicle & Equ	uipment Maint.	200,01							_55,51
Buildings & G	rounds								
Audit									
Public Safety		56,632	2						56,63
Other Public V	Norks	0,002				0.55			50,00
	Vaste Removal								
lealth & Welf			• • • • • • • • • • • • • • • • • • • •						
	tion & Cultural	134,847	······ · · · · · · · · · · · · · · · ·						134,84
Community D		9,914	1						9,91
Vater & Sewe		3,3 1-			4 - 944 - 9				9,91
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Seneral Gove	rnment/Other	11,040)	100.00%	0		** *	lto	m #14,04
		450,612		100.00%					450.61

Town of Vienna, Virginia

CENTRAL SERVICES COST ALLOCATION PLAN

Costs for Fiscal Year Ended June 30, 2010

Allocation Of Costs - Function: Equipment Depreciation

	Direct		Indirect Alle	ocation	Reim-				
_	Allocation	Allocation		Amo		bursn		Total	
Department or Function	\$	Units	Percen	t \$		\$		\$	
Building Depreciation									
Equipment Depreciation									
Town Manager	1,125		- 48***				1988 - 6	1,125	
Administrative Services Legal Services				-915					
Legal Services Financial Administration	2 202								
Disbursement Operations	3,293							3,293	
Data Processing	4-1-4-1-7								
Risk Management		Constant of American							
nformation Technology	500								
Purchasing						A 4 4 4 4			
Revenue Operations									
Public Information									
Central Services									
P C Replacement									
Public Works Administration									
Vehicle & Equipment Maint.	6,238							6,238	
Buildings & Grounds	29,605							29,605	
Audit	38.4==							eren (
Public Safety	131,275							131,275	
Other Public Works Sanitation & Waste Removal	130,957							130,957	
Sanitation & Waste Removal Health & Welfare	71,132							71,132	
Parks Recreation & Cultural	49,557							10.55	
Community Development	4,384							49,557	
Vater & Sewer Fund	4,304							4,384	
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			the state of						
General Government/Other	67,773		100.00%					770	
peneral Government/Other	495,339		100.00%				lto	m #618,773	

Town of Vienna, Virginia

CENTRAL SERVICES COST ALLOCATION PLAN Costs for Fiscal Year Ended June 30, 2010

Allocation Of Costs - Function: Town Manager

	Direct							m-		
Department or Function		Allocation		cation		I A	mount	bursi	nent	Total
		\$		Inits	Percent		\$			\$
Building Depreciation	19.191									
Equipment Depreciation				21.2.2	120000					A.,
Town Manager				1.50	0.86%		4,933			4,93
Administrative Services				2.00	1.14%		6,539			6,53
egal Services				0.50	0.29%		1,663			1,66
Financial Administration				3.00	1.71%		9,808			9,80
Disbursement Operations	3			1.63	0.93%		5,334			5,33
Data Processing										***
Risk Management										
nformation Technology				2.00	1.14%		6,539			6,53
Purchasing	116.56.51			1.63	0.93%		5,334			5,33
Revenue Operations				1.00	0.57%		3,269			3,26
Public Information				3.50	2.00%		11,471			11,47
Central Services				1.00	0.57%		3,269			
P C Replacement				1.00	0.57 /6		3,209			3,26
				0.50	0.740/		04.070			
Public Works Administrat				6.50	3.71%		21,279			21,27
/ehicle & Equipment Mai	nt.			9.00	5.14%		29,481			29,48
Buildings & Grounds				8.00	4.57%		26,211			26,21
\udit							,			
Public Safety				52.00	29.71%		170,403			170,40
Other Public Works				17.00	9.71%		55,692			55,69
Sanitation & Waste Remo	oval			14.00	8.00%		45,884			45,88
lealth & Welfare										
Parks Recreation & Cultu				20.75	11.86%		68,024			68,02
Community Development				7.00	4.00%		22,942			22,94
Vater & Sewer Fund				20.50	11.71%		67,163			67,16
							,			0.,.0

		****	********						Strenger	

			11. 500 11. 11.	11.5						
		4000								

					* **					
1948 1914-19 1985 10 19			19.451							
			1 - 44.1							
\$2, 5 - 51 - \$20,880 A - 500		11 % 0.491.							37 32	
				4.44						i.
				and the second						
				v						
	.16767									
										6. ***
General Government/Oth				2.50	1.45%		8,317			

Town of Vienna, Virginia CENTRAL SERVICES COST ALLOCATION PLAN

Costs for Fiscal Year Ended June 30, 2010

Allocation Of Costs - Function: Administrative Services

			Direct		lr	ndirect Allo	cation		Rei	m-	
Department or Function			Allocation		cation		Ar	mount	bursr	nent	Total
		on	\$		Inits	Percent		\$	\$		\$
Building Depre Equipment De	eciation			1117							
Town Manage					1.50	0.86%		4,313			4,313
Administrative			99000		2.00	1.14%		5,717			5,717
Legal Services			A 144 - 1		0.50	0.29%		1,454			1,454
Financial Adm					3.00	1.71%		8,576			8,576
Disbursement					1.63	0.93%		4,664			4,664
Data Processi	na				10.00			13 5 7 7			,
Risk Managen											
Information Te					2.00	1.14%		5,717			5,717
Purchasing					1.63	0.93%		4,664			4,664
Revenue Oper					1.00	0.57%		2,859			2,859
Public Informa					3.50	2.00%		10,030			10,030
Central Servic					1.00	0.57%		2,859			2,859
P C Replacem											
Public Works /			14 30101		6.50	3.71%		18,605			18,605
Vehicle & Equ	ipment Maint	*			9.00	5.14%		25,777			25,777
Buildings & Gr	ounds				8.00	4.57%		22,918			22,918
Audit					E0.00			114			25
Public Safety	V = -1			17930. 1 1	52.00	29.71%		148,994			148,994
Other Public V					17.00	9.71%		48,695			48,695
Sanitation & W Health & Welfa		aı			14.00	8.00%		40,119			40,119
Parks Recreat	N 44				20.75	11.86%		EO 477			 50 477
Community De		II.			20.75 7.00	4.00%		59,477 20,060			59,477
Water & Sewe					20.50	11.71%		58,725			20,060
water & Sewe	ii Fund				20.50	11.71%		56,725			58,725
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			er we								
and some a	representation of		1471.77.3	e en example.	********						
			1.466								
	*******		1.00								
			******							*** 1945**	
	W * * .										
						***************************************	to take the or or				
			1. 14985			*			1000111		
General Gover	rnment/Other				2.50	1.45%		7,270			m # 7 270
		T			175.00	100.00%		501,493		 \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	FOX 400

Allocation Of Costs - Function: Legal Services

			Direct		1	ndirect Allo	ocation		Rei	im-	
			Allocatio		cation			mount	bursr	l l	Total
Departmer	nt or Funct	ion	\$	U	nits	Percent	t	\$	\$	6	\$
Building Depre	eciation										
Equipment De Town Manage	preciation				0.0	00.000/		404 504			104.50
Administrative					0.9	90.00%		164,504			164,50
-egal Services											
inancial Adm											
Disbursement											
Data Processi											
Risk Managen		encount						**			
nformation Te	chnology										
Purchasing											
Revenue Ope											
Public Informa											
Central Servic											
C Replacem	nent Administrati										
Public Works / /ehicle & Equ	inment Mair	UII nt									
Buildings & Gr	onuge Surgui Mall	ir.									
Audit	Carras					the second					
Public Safety				6.000							
Other Public V	Vorks				4757111						
Sanitation & W		val									
lealth & Welfa											
Parks Recreat		ral									
Community De											
Vater & Sewe	r Fund				0.1	10.00%		18,278			18,27
****								***			
8											

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				2.44							
			2 294940 1								
									1.00		
	1.562.4	*****									

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Seneral Gover	rnment/Ωthe	: ∋r	55,9	40	1 1 1 22 1 1 1 1		*******				m #5 5 ,940
otals		· T	55,9		1	100.00%		182,782			238,722

Town of Vienna, Virginia CENTRAL SERVICES COST ALLOCATION PLAN

Costs for Fiscal Year Ended June 30, 2010

Allocation Of Costs - Function: Financial Administration

			Direct			Indirect Allo	ocation		Rei	m-	
D			Allocatio		cation			nount	bursr		Total
	nt or Function	on	\$		Inits	Percen	t _	\$	1 \$	<u> </u>	\$
Building Depr											
Equipment De											
Town Manage Administrative					101.3114						
Legal Service											
Financial Adm					3.000	27.91%		138,438			138,438
Disbursement					1.625	15.12%		74,998			74,998
Data Processi					1.020	13.12 /0		14,330			14,550
Risk Manager	ment					٠.	+				
Information Te	echnology										
Purchasing	- manager - 3,3				1.625	15.12%		74,998			74,998
Revenue Ope	rations				3.500	32.56%		161,503			161,503
Public Informa						7,79,7-		17.337777			101,000
Central Service	es				1.000	9.30%		46,129			46,129
P C Replacem	nent		12 17 19195			1-5-5-11 T	1 1114100	1058A			
Public Works	Administration										
Vehicle & Equ	ipment Maint										
Buildings & G	rounds										
Audit											
Public Safety											
Other Public V											
Sanitation & V		al									
Health & Welf											
Parks Recreat		1									
Community De	evelopment		e e e e e e e e e e e e e e e e e e e								
Water & Sewe	er Fund		401,1	01							401,101
	*****			365355							
			114								
			¥								
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			* ***			********					
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	1 - 100 - 1 - 1 - 1 - 1 - 1	8-28-5		444100	. 201204 -						
General Gover	roment/Other					-0.01%		/E0\			
Jonesia: 00761			401,10		10.750	100.00%		(50) 496,016		lto	m # 3 (50)

Town of Vienna, Virginia

CENTRAL SERVICES COST ALLOCATION PLAN Costs for Fiscal Year Ended June 30, 2010

Allocation Of Costs - Function: Disbursement Operations

			Direct]	ndirect Allo	cation		Rei	m-	
			Allocatio	n Allo	cation			mount	bursr		Total
Departmer	nt or Fund	tion	\$	lι	Jnits	Percent		\$	1 9		\$
Building Depre	eciation	····					<u> </u>		<u> </u>		*
Equipment De					** *******						
Town Manage					47	0.66%		1,422			1,42
Administrative					111	1.56%		3,360			3,36
egal Services					45	0.63%		1,357			1,35
inancial Adm					62	0.87%		1,874			1,87
Disbursement		S			111	1.56%		3,360			3,36
Data Processi					8	0.11%		237			23
Risk Managen nformation Te					20 73	0.28% 1.03%		603			60
Purchasing	crinology				45	0.63%		2,218 1,357			2,21 1,35
Revenue Oper	rations				101	1.42%		3,058			3,05
Public Informa					39	0.55%		1,185			1,18
Central Servic					37	0.52%		1,120			1,10
C Replacem					··	0.02/0	*******	1,120			, 1, 12
Public Works	Administrat	ion			201	2.83%		6,095			6,09
√ehicle & Equ	ipment Mai	int.			577	8.13%		17,511			17,51
Buildings & Gr	ounds				415	5.85%		12,600			12,60
Audit											.,,
Public Safety					1,168	16.46%	***	35,453			35,45
Other Public V					527	7.43%		16,003			16,00
Sanitation & W		oval			350	4.93%		10,619			10,61
Health & Welfa						***					
Parks Recreat				1119.33	1,560	21.98%		47,342			47,34
Community De					158	2.23%	. 14 (1999)	4,803			4,80
Vater & Sewe	r Fund		31,1	136							31,13
	The Districts										
		1511 5 1 1									
				77-12 ·							
	- Aver										
			Supplies of				1 1 1 H St			1.0	
				1.515					1727		
				1 (*****							

							** .			9	
	nment/Oth				1,441	20.34%		43,809			m #48,80

Allocation Of Costs - Function: Data Processing

			Direct			Indirect All	ocation		R≏	im-	
			Allocation	n Alic	cation			Amount	 -I	ment	Total
Departme	nt or Funct	tion	\$	1	Jnits	Percen	ı	\$		B	\$
Building Depr	eciation						·	····	`	<u> </u>	Ψ
Equipment De											
Town Manage											
Administrative			1,1								1,10
_egal Service	S		4,6								4,60
inancial Adm			1,1								1,14
Disbursement			1,4								1,44
Data Process Risk Manager		* ********	/	756						* ******	75
nformation Te											
Purchasing	comology		4,9	90							4,99
Revenue Ope	rations			56							75
Public Informa	ation		1,7								1,72
Central Service	es			51							95
C Replacen	nent		4	73							47
Public Works	Administrati	ion									
/ehicle & Equ	iipment Maii	nt.									
Buildings & G	rounds										
Audit Public Safety											
Public Safety Other Public V	Morko		47.0	16		11251641					
Sanitation & V		wal	17,2	10							17,21
Health & Welf		vai									
Parks Recrea		ral			10 - 01 - 050						
Community D	evelopment		5,6	77							5,67
Nater & Sewe			2,2								2,21
		***	V								٠,٠.١
				4411							
		1.19500.		* :::::::::::::::::::::::::::::::::::::	155-55666-1	8 (1 (V)313)(3)(1)					1.5 1.60
		2200	*****						100		
									/		
				A - 550 c							
			•								

1911 4742											
Seneral Gove	rnment/Othe	er	3,32	21		100.00%				I.L	m # 3,32
otals			46,38	30	Г	100.00%			T		46.380

Allocation Of Costs - Function: Risk Management

		Direc			ndirect Allo	cation		Rei	m-	
		Allocati		location			mount	bursr		Total
Departmer	nt or Function	\$		Units	Percent	1	\$	\$	I .	\$
Building Depre						<u> </u>	•	, , ,		Ψ
Equipment De										
Town Manage			,894	4,894	0.86%		11			4,90
Administrative			,545	5,545	0.98%		12			5,55
_egal Services			,330	1,330	0.23%		3			1,33
Financial Adm			,485	9,485	1.67%		21			9,50
Disbursement Data Processi		4	,264	4,264	0.75%		9			4,27
Risk Managen		and the second					- 45 5 5 5			
nformation Te		5	,516	5,516	0.97%	WW.	12			5,52
Purchasing	ormology		,533	4,533	0.80%		10			4,54
Revenue Opei	rations		613	2,613	0.46%		6			2,61
Public Informa	tion		299	9,299	1.64%		20			9,31
Central Servic		2,	613	2,613	0.46%		6			2,61
C Replacem	ent									
Public Works /	Administration		,275	41,275	7.26%		90			41,36
	ipment Maint.		048	25,048	4.41%		55			25,10
Buildings & Gr Audit	ounas	24,	907	24,907	4.38%		54			24,96
Audit Public Safety		155,	100	155,109	27.29%		337			155,44
Other Public V	Vorks		807	62,807	11.05%		137			62,94
	/aste Removal		643	39,643	6.97%		86			39,72
lealth & Welfa				00,010	0.01 /0		00			93,12
	ion & Cultural	78,	204	78,204	13.76%		170			78,37
Community De			876	20,876	3.67%		45			20,92
Vater & Sewe	r Fund	62,	584	62,584	11.01%		136			62,72
				154						
60. 1100	200000000000000000000000000000000000000	94 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -								
1 300 00										
	Tele (1979) 1971 - 1771 - 1771 (1974)	\$1.50 · · · · ·					11.16554			
Seneral Gover			821	7.821	1.38%					

Town of Vienna, Virginia CENTRAL SERVICES COST ALLOCATION PLAN

Costs for Fiscal Year Ended June 30, 2010

Allocation Of Costs - Function: Information Technology

		Direct		Indirect Al	location		Rei	m-	
		Allocation				mount	bursr		Total
	t or Function	\$	Units	Perce	nt	\$	\$		\$
Building Depre									****
Equipment De			<u></u>						
Town Manager		8,23							8,23
Administrative		34,36							34,36
_egal Services		8,54							8,54
inancial Admi		10,76							10,76
Disbursement	Operations	5,64	41						5,64
Data Processir			45.900 Y 1 4 4 4 5 5 6 4 4				19.6		
Risk Managem									
nformation Te	chnology	37,24							37,24
Purchasing	51.524.4.4.4.4.4.4.4.4.4.4.4.4.4.4.4.4.4.4	5,64							5,64
Revenue Oper	ations	12,87							12,87
Public Informat		7,09							7,09
Central Service		3,53	30						3,53
C Replaceme									
Public Works A									
/ehicle & Equi	pment Maint.								
Buildings & Gro	ounds								
Audit									
Public Safety		128,47	71						128,47
Other Public W	orks/								
Sanitation & W	aste Removal								
lealth & Welfa									
Parks Recreati		42,36	62						42,36
Community De		16,54							16,54
Vater & Sewer	Fund	nan rana 1957 m	CT 1988 28 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1					****	
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eneral Gover	nment/Other	24,78	R1	100.009	2/4				u24 70∙
		۷4,/0	<i>,</i> ,	TUU.UU				14.	Sec 44/50./0/

Town of Vienna, Virginia CENTRAL SERVICES COST ALLOCATION PLAN

Costs for Fiscal Year Ended June 30, 2010

Allocation Of Costs - Function: Purchasing

	Direct		Indirect Alloc	cation		Rein	1-	
	Allocation	Allocation		Ar	nount	bursm	ent	Total
Department or Function	\$	Units	Percent		\$	\$		\$
Building Depreciation		A 2						
Equipment Depreciation Town Manager		,	0.0004		äaa			
Administrative Services		3 19	0.28% 1.77%		682			682
Legal Services		8	0.75%		4,310 1,826			4,310 1,826
Financial Administration		3	0.28%		682			682
Disbursement Operations		16	1.49%		3,628			3,628
Data Processing		6	0.56%		1,364			1,364
Risk Management		2	0.19%		463			463
Information Technology		18	1.68%		4,091			4,091
Purchasing		4	0.37%		901			901
Revenue Operations Public Information		21	1.96%		4,773			4,773
Central Services		15 5	1.40% 0.47%		3,409 1,145			3,409
P C Replacement			0.47 %		1,145			1,145
Public Works Administration		26	2.43%		5,917			5,917
Vehicle & Equipment Maint.		129	12.04%		29,319			29,319
Buildings & Grounds		120	11.20%		27,273			27,273
Audit								
Public Safety		114	10.64%		25,910			25,910
Other Public Works Sanitation & Waste Removal		143	13.35%		32,509			32,509
Health & Welfare		27	2.52%		6,137			6,137
Parks Recreation & Cultural		254	23.72%		57,761			57,761
Community Development		12	1.12%		2,727			2,727
Water & Sewer Fund	42,973	· · · · · · · · · · · · · · · · · · ·						42,973
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General Government/Other	weer and the same	106	11 700/		20 605		*******	
Totals	42,973	126 1,071	11.78% 100.00%	_	28,685 243 512		- Ite	
TOTAL	42,313	1,0/1	100.0076		243,512			286,485

Allocation Of Costs - Function: Revenue Operations

			Direct			Indirect Allo	ocation		Rei	m- I	
			Allocatio	n Allo	cation			Amount	bursn		Total
Departmen	t or Func	tion	\$		nits	Percen		\$	\$		\$
Building Depre								•	<u></u>		· · ·
Equipment Dep	preciation										
Town Manager											
Administrative											
₋egal Services			****								
Financial Admi		A									
Disbursement (
Data Processin	ng							1118			
Risk Managem	ent										
nformation Te	chnology										
Purchasing											
Revenue Oper											
Public Informat						1 2 2					
Central Service		W. S. S. S.						. make a			
C Replaceme					255						
Public Works A											
/ehicle & Equi	pment Mai	rit.									
Buildings & Gro	ounds			*** * * * * * * * * * * * * * * * * * *							
Audit											
Public Safety	lorke						1.00		+ 1,1 +		
Other Public W Sanitation & W		N/Ol									
anitation & vv Health & Welfa		ovai									
Parks Recreati		rol									
Community De			195								
Vater & Sewer			74,8	22							74.00
valer & Sewer	i unu	1000	74,0	23							74,82
		0.20									
		4	1 -1474	***							
				1.61							
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					*** 95						
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	10004.0 11 1 121	1									
								7.94			
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3.44					14 * 149 1 + - + -						

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<u> </u>			ويهوه المعادية				42.44				
General Govern	nment/Othe	er	423,6			100.00%				lta	423 ,663
otals			498,4	96 1		100.00%					498,486

Allocation Of Costs - Function: Public Information

	Direct		ndirect Allo	cation		Rein	n-	
	Allocation	Allocation	i		mount	bursm	ent	Total
Department or Function	\$	Units	Percent		\$	\$		\$
Building Depreciation					i		<u>_</u>	_
Equipment Depreciation								
Town Manager		1.50	0.86%		2,099			2,09
Administrative Services		2.00 0.50	1.14%		2,782			2,78
Legal Services Financial Administration		3.00	0.29% 1.71%		708 4,173			70
Disbursement Operations		1.63	0.93%		2,269			4,17 2,26
Data Processing			0.0070		2,200			2,20
Risk Management	1 - 2000 E							
nformation Technology		2.00	1.14%		2,782			2,78
Purchasing		1.63	0.93%		2,269			2,26
Revenue Operations Public Information		1.00 3.50	0.57%		1,391			1,39
Central Services		1.00	2.00% 0.57%		4,880 1,391			4,88
C Replacement		1.00	0.57 /6		1,391			1,39
Public Works Administration		6.50	3.71%		9,053			9,05
/ehicle & Equipment Maint.		9.00	5.14%		12,543			12,54
Buildings & Grounds		8.00	4.57%		11,152			11,15
Audit Public Sefetu		E0.00	<u> </u>					
Public Safety Other Public Works	the options of the second	52.00 17.00	29.71%	8186111	72,498			72,49
Sanitation & Waste Removal		14.00	9.71% 8.00%		23,694 19,522			23,69
Health & Welfare		14.00	8.00%		19,522			19,52
Parks Recreation & Cultural		20.75	11.86%		28,941			28,94
Community Development		7.00	4.00%		9,761			9,76
Vater & Sewer Fund		20.50	11.71%		28,575		** **.	28,57
A contract of the contract of								
Section 1997								4 - 5
(x,y) = (x,y) + (y,y) + (y,y							. ***	
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And the second of the second o								
			21 22 1 W					
1 1 444								
General Government/Other		2.50	1.45%		3,537			m # 3,537

Town of Vienna, Virginia

CENTRAL SERVICES COST ALLOCATION PLAN

Costs for Fiscal Year Ended June 30, 2010

Allocation Of Costs - Function: Central Services

	Direct		Indirect Allo	cation	-	Rei	m-	
_	Allocation	Allocation		An	nount	bursr		Total
Department or Function	\$	Units	Percent	_	\$	\$	6	\$
Building Depreciation Equipment Depreciation		******						
Town Manager		1.500	0.97%		4 000			4 000
Administrative Services	11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2.000	1.29%		1,232 1,638			1,232 1,638
Legal Services		0.500	0.32%		406			406
Financial Administration		3.000	1.94%		2,463			2,463
Disbursement Operations		1.625	1.05%		1,333			1,333
Data Processing Risk Management						\$444. · ·		
Information Technology		2.000	1.29%		1,638			1,638
Purchasing		1.625	1.05%		1,333			1,030
Revenue Operations		1.000	0.65%		825			825
Public Information		3.500	2.27%		2,882			2,882
Central Services P C Replacement		1.000	0.65%		825			825
Public Works Administration		6.500	4.21%		£ 246			. 5.040
Vehicle & Equipment Maint.		9.000	4.21% 5.83%		5,346 7,403			5,346 7,403
Buildings & Grounds		8.000	5.18%		6,577			6,577
Audit								0,011
Public Safety	z	52.000	33.66%		42,740			42,740
Other Public Works Sanitation & Waste Removal		17.000 14.000	11.00% 9.06%		13,967			13,967
Health & Welfare		14.000	9.00%		11,504			11,504
Parks Recreation & Cultural		20.750	13.43%		17,053			17,053
Community Development		7.000	4.53%		5,752			5,752
Water & Sewer Fund	84,651							84,651
er e								
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General Government/Other		2.500	1 600/		0.000			0.000
Totals	84,651	154.500	1.62%	1 4	2,060		Ite	m # 3,060
Totals	04,001	104.000	100,00%		126,977			211,628

Town of Vienna, Virginia CENTRAL SERVICES COST ALLOCATION PLAN

Costs for Fiscal Year Ended June 30, 2010

Allocation Of Costs - Function: P C Replacement

			Direct			ndirect Al	location		Rei	m-	
			Allocation		ocation			mount	bursn	nent	Total
Departme	nt or Funct	ion	\$		Jnits	Percer	nt	\$	\$		\$
Building Depre	eciation			*******				****			
Equipment De Town Manage	preciation		e ere very land		1 25544544 14						
Administrative		*******	1 11400								
Legal Services											
Financial Adm			2.	984							2,984
Disbursement			* * * * * ****								2,007
Data Processi											
Risk Managen	nent										
Information Te	chnology										
Purchasing											
Revenue Oper Public Informa											
Central Servic								*****			
P C Replacem		100000000000000000000000000000000000000					** * **:****			. 3.151	
Public Works /	Administrati	on									
Vehicle & Equ	ipment Mair	nt.									
Buildings & Gr	ounds										
Audit											
Public Safety Other Public V	Vorke										
Sanitation & W	vurks Jaste Domo	 .val									
Health & Welfa		vai									
Parks Recreat		ral									
Community De											
Water & Sewe	r Fund		1,9	989			2. 4 4 4 7 7 7 7				1,989
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Seneral Govern	nment/Othe	 r	73,3	50	* * * * * · ·	100.00%		1			m #78.351
otals		.	78,3	23 T		100.00%					
			, 0,0			100.007	<u>, </u>				78,324

Town of Vienna, Virginia

CENTRAL SERVICES COST ALLOCATION PLAN

Costs for Fiscal Year Ended June 30, 2010

Allocation Of Costs - Function: Public Works Administration

Department or Function S Units Percent \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$			I	Direct			direct Allo	cation		Rein	n-	
Building Depreciation Equipment Depreciation Town Manager Administrative Services Legal Services Inancial Administration Disbursement Operations Data Processing Risk Management Information Technology Purchasing Revenue Operations Public Morks Administration Public Works Administration Public Safety Other Public Works Safety 115,899 115,494 Public Safety Other Public Works Sanitation & Waste Removal Health & Welfance Parks Recreation & Cultural Community Development Water & Sewer Fund 514,218 514,					1					bursm	ent	Total
Equipment Depreciation Town Manager Administrative Services Legal Services Financial Administration Disbursement Operations Data Processing Risk Management Information Technology Purchasing Revenue Operations - United Morse Administration - Central Services - C Replacement - United Worse Administration - Public Worse Administration -			n	\$	Un	its	Percent		\$	\$		\$
coupment Deprecation (own Manager Administrative Services e.gal Services e.gal Services e.gal Services strancial Administration (a strancial Subursement Operations bata Processing statistics of the strancial Services (a strancial Services) (a strancial	Building Depre	ciation										
Administrative Services eggla Services sinancial Administration bibbursement Operations bata Processing Revenue Operations Valuble Information Technology Purchasing Revenue Operations Valuble Information Dentral Services 7 C Replacement Public Works Administration 89,988 Pericle & Equipment Maint 128,555 128 buildings & Grounds 115,699 115, will be public Works Safety Valuble Works 192,832 192,832 192,831 192,832 192,832 192,833 193,834 194,8	equipment Dep	reciation										
egel Services	l own Manager	Anna general ann a				*****	A 11.52 A 4.144.1					
inancial Administration		Services						. *.****				
Disbursement Operations Data Processing Risk Management Information Technology Purchasing Revenue Operations Public Information Public Information Public Works Administration Public Works Administration Public Works Aves Removal Pathic Safety Public Works Aves Removal Pathic Risk Welfare Parks Recreation & Cultural Community Development Vater & Sewer Fund 514,218 Several Government/Other Several Government/Other 100,00% Itom # 13	∟egai Services Financial Admir	olotrotion										
Data Processing Tisks Management Information Technology Purchasing Revenue Operations Public Information - Public Works Administration Public Works Public W				see:								
Risk Management Information Technology Purchasing Revenue Operations Public Information Public Information Public Information Public Revenue Operations Public Information Public Revenue Operations Public Morks Administration 89,988 Public Revenue Operations Revenue Reve												
Information Technology												
Purchasing Revenue Operations Public Information Public Works Administration 89,988 89,988 128, Pelicile & Equipment Maint. 128,655 128, Public Works Administration 89,988 115, Bud Works Safety 115, Public Works Safety 115, Public Works Safety 192,832 192, Public Works Removal 192,832 192, Parks Recreation & Cultural Pormunity Development Valer & Sewer Fund 514,218 514, Public Recreation & Cultural Pormunity Development Valer & Sewer Fund 514,218 514, Public Works Sewer												
Revenue Operations **Dublic Information **Dentral Services **Public Works Administration												
Public Morks Administration 89,988 988 988 988 988 988 988 988 988	Revenue Opera	ations										
P. Replacement	Public Informati	ion										
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Peneral Government/Other 100,00% Name of State of S	PC Replaceme	ent										
/enice & Equipment Maint. 128,555 128, 128,000 115, 128,				89,988								89,98
Audit Vable Safety Other Public Works 244,254 244 Sanitation & Waste Removal 192,832 192, earli & Wellere Parks Recreation & Cultural Community Development Vater & Sewer Fund 514,218 514, seneral Government/Other 100,00% 14am # 3												128,55
Public Safety Ther Public Works 244,254 Sanitation & Waste Removal 192,832 tealth & Welfare Parks Recreation & Cultural Community Development Vater & Sewer Fund 514,218 514, The Public Works 244,254 192, 192, 192, 193, 194, 195, 196, 197, 198, 198, 198, 198, 198, 198, 198, 198		unds		115,699								115,699
## 244,254 192,264 192,263 192,832 192												
Janitation & Waste Removal 192,832 192		orko		044.054								71.5
teath & Welfare 2-ormunity Development Vater & Sewer Fund 514,218 514,												244,254
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Vater & Sewer Fund 514,218 514 Significant Sewer Fund 514,218												
eneral Government/Other 100.00%				514 218	******			0.050				E14 041
eneral Government/Other 100,00%	raio, a conor			014,210	1.0							514,218
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eneral Government/Other 100.00%												
eneral Government/Other 100.00%						13.7137						
eneral Government/Other 100.00%												
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eneral Government/Other 100.00%						********						
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The state of the s	eneral Covers	ment/Other	· · · · · · · · · · · · · · · · · · ·				100 000	5 to 1 d				
TOTAL 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	otals	menivoulei	1 4	285,546	-		100.00%				ltc	m # 3 1,285,546

Town of Vienna, Virginia CENTRAL SERVICES COST ALLOCATION PLAN

Costs for Fiscal Year Ended June 30, 2010

Allocation Of Costs - Function: Vehicle & Equipment Maint.

			Direct			Indirect All	ocation		Rei	m-	
			Allocation	n All	ocation			Amount	bursr		Total
Department	or Function	n 📗	\$		Units	Percer	ıt	\$	\$		\$
Building Deprec					•	· · · · · ·			· · · ·	<u> </u>	
Equipment Dep	reciation										
Town Manager_	ptivita igumenen in in i sa		************	***************************************	1	0.80%		11,687			11,68
Administrative S	Services										
Legal Services	engang										
Financial Admin	istration			101444							
Disbursement C Data Processing	perations		1 - 5150 101 - 11								
Risk Manageme		. 416.65.5									
Information Tecl	nnology				and the second						
Purchasing	inology		100								
Revenue Opera	tions										
Public Information											
Central Services											
C Replaceme				. 4 4 - 4 4 . *	400,000,000	9.37.					
Public Works Ac	Iministration				4	3.20%		46,746			46,746
√ehicle & Equip	ment Maint.				3	2.40%		35,060			35,060
Buildings & Grou	unds				8	6.40%		93,493			93,493
Audit						. 10.10 T. (**		,			30,430
Public Safety					26	20.80%		303,851			303,851
Other Public Wo					37	29.60%		432,404			432,404
Sanitation & Wa	ste Removal	l			6	4.80%		70,120			70,120
lealth & Welfare											., -,
Parks Recreation					19	15.20%		222,045			222,045
Community Deve Vater & Sewer F	elopment		17.031.		3	2.40%		35,060			35,060
valer & Sewer i	-una	10.00			18	14.40%		210,359			210,359
			11.0000								
				1.00							

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				2008	2000 C		toto to experience				
eneral Governn	nent/Other					*	v . v.	(2)			n#3 (2
otals	-				125	100.00%	1	,460,823	-		1.460.823

Town of Vienna, Virginia CENTRAL SERVICES COST ALLOCATION PLAN

Costs for Fiscal Year Ended June 30, 2010

Allocation Of Costs - Function: Buildings & Grounds

			Direct			Indirect Allo	callon		Rein	n- I	
_			Allocation	on All	ocation		7	Amount	bursm	ent	Total
Departme	nt or Funct	ion	\$		Units	Percent		\$	\$	j	\$
Building Depr									<u> </u>		
Equipment De					<u> </u>	_ 1500001					
Town Manage Administrative		8. \$1.50 · ·	17. 9		507	6.70%		85,976			85,976
Legal Services	Services				355	4.69%		60,183			60,183
Financial Adm					1,830	24.18%		240 204			630.00
Disbursement	Operations				1,000	24.10%		310,284			310,284
Data Processi	ng	*******				And the second					
Risk Managen	nent					****** ********************************		(1) (4) (4) (4)		48-6776	
Information Te	chnology				320	4.23%		54,280			54,280
Purchasing					298	3.94%		50,559			50,559
Revenue Ope Public Informa	rations				44-			2 9775			
Central Servic					147	1.94%		24,895			24,89
P C Replacem											
Public Works	Administratio	on			1,427	18.86%		242,016			240.044
Vehicle & Equ	ipment Main	nt.			• • • • • • • • • • • • • • • • • • • •	10.00 /0		272,U10			242,016
Buildings & Gr	ounds										
Audit	A to A seek a see										
Public Safety					223	2.95%		37,855			37,855
Other Public W Sanitation & W		امر					***************************************				
Health & Welfa		vai									
Parks Recreat		al									
Community De	velopment	ai .			1,175	15.53%		100.005			400.00=
Vater & Sewe	r Fund				1,175	15.53%		199,285		<i>3</i>	199,285

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			100.14 11.000	">>>*********	*************	and the second					
			27.64						*******		
				1,44411							
					1,286						
eneral Govern						16.98%		217,891			

Allocation Of Costs - Function: Audit

Departmen Building Depre	it or Funct		Allocation	A 110						4	
Building Depre- Equipment Dep	t or Funci				cation			Amount	bursn		Total
Equipment Dep		tion	\$	∪	nits	Percen	t	\$	\$		\$
Edabinetit Det				*******							
Town Manager	·				87	0.50%		243			0.40
Administrative		1.000			296	1.71%		832			243 832
Legal Services					115	0.67%		326			326
Financial Admir					108	0.62%		302			302
Disbursement (3			198	1.15%		560			560
Data Processin			. 3		29	0.17%		83			83
Risk Managem Information Ted					61 163	0.35%		170			170
Purchasing	chinology				86	0.94% 0.50%		457 243			457
Revenue Opera	ations	*******			221	1.28%		623			243 623
Public Informat					102	0.59%		287			287
Central Service					90	0.52%		253			253
P C Replaceme	ent					********					
Public Works A					433	2.50%		1,217			1,217
Vehicle & Equip Buildings & Gro		nt.			1,575	9.11%		4,433			4,433
Audit	zurius				1,098	6.35%		3,090			3,090
Public Safety					2,171	12.55%		6,107			6,107
Other Public W	orks		- **.		1,216	7.03%		3,421			3,421
Sanitation & Wa	aste Remo	oval			645	3.73%		1,815			1,815
Health & Welfar											,
Parks Recreation					3,478	20.11%		9,786			9,786
Community Dev Water & Sewer	velopment				294	1.70%		827			827
water & Sewer	runa				1,895	10.96%		5,333			5,333

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	. 1941										
General Govern	ment/Othe	er			2,931	16.96%		8.252			
Totals		<u> </u>	_	1 1	7,931	100.00%		48,660		 te i	48,660

INDIRECT COST ALLOCATION STUDY ACTUAL COSTS FOR THE YEAR ENDED JUNE 30, 2010

TOWN OF VIENNA, VIRGINIA



Town of Vienna 127 Center Street, South Vienna, Virginia 22180

Prepared By Robinson, Farmer, Cox Associates Richmond, Virginia



February 2011

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- **B** Comparison of Allocation

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- 1C Summary of Allocated Costs
- 2C Allocation Worksheet
- 1D Summary of Allocation Bases

BUILDING DEPRECIATION

- 1E Statement of Function and Benefit
- 2E Costs to be Allocated
- 3E Allocation of Costs

EQUIPMENT DEPRECIATION

- 1F Statement of Function and Benefit
- 2F Costs to be Allocated
- 3F Allocation of Costs

TOWN MANAGER

- 1G Statement of Function and Benefit
- 2G Costs to be Allocated
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- 11 Statement of Function and Benefit
- 21 Costs to be Allocated
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- 1J Statement of Function and Benefit
- 2J Costs to be Allocated
- 3J Allocation of Costs

DISBURSEMENT OPERATIONS

- 1K Statement of Function and Benefit
- 2K Costs to be Allocated
- 3K Allocation of Costs

DATA PROCESSING

- 1L Statement of Function and Benefit
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PUBLIC INFORMATION

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- 3Q Allocation of Costs

CENTRAL SERVICES

- 1R Statement of Function and Benefit
- 2R Costs to be Allocated
- 3R Allocation of Costs

PC REPLACEMENT

- 1S Statement of Function and Benefit
- 2S Costs to be Allocated
- 3S Allocation of Costs

PUBLIC WORKS ADMINISTRATION

- 1T Statement of Function and Benefit
- 2T Costs to be Allocated
- 3T Allocation of Costs

VEHICLE & EQUIPMENT MAINTENANCE

- 1U Statement of Function and Benefit
- 2U Costs to be Allocated
- 3U Allocation of Costs

BUILDINGS & GROUNDS

- 1V Statement of Function and Benefit
- 2V Costs to be Allocated
- 3V Allocation of Costs

INDEPENDENT AUDIT

- 1W Statement of Function and Benefit
- 2W Costs to be Allocated
- 3W Allocation of Costs

TOWN OF VIENNA, VIRGINIA INDIRECT COST ALLOCATION STUDY FOR THE YEAR ENDED JUNE 30, 2009

SCHEDULE A - INTRODUCTION

Programs and services provided by the Town usually require the expenditure of resources beyond those directly attributable to the program or service in the Town budget or financial reporting. These additional costs are considered indirect costs. An indirect cost is one that is incurred for the benefit of more than one program or objective and that cannot be readily or specifically identified with a particular program (e.g., overhead costs).

This report utilizes measurable means to distribute overhead costs to the various service delivery departments. The indirect cost analysis includes the following:

- > The cost of direct or indirect services provided by the Town to each of its various departments or functions.
- > The most accurate and reasonable basis of indirect cost allocation based upon: the service/beneficiary department relationships as they existed during the fiscal year, promulgated regulations and management's decisions, and
- > Aggregation of financial and other data from the Town's records necessary to compute the allocations.

An Indirect Cost Allocation Study can provide the means for determining the "full cost" of a service provided by the Town and can, further, provide a reasonable and substantiated basis for charging various departments, functions and agencies for services provided.

TOWN OF VIENNA, VIRGINIA INDIRECT COST ALLOCATION STUDY FOR THE YEAR ENDED JUNE 30, 2009

SCHEDULE B - COMPARISON OF ALLOCATION

The Town customarily charges certain functions for indirect costs incurred. Charges have primarily been based on experienced operational knowledge. This study provides a quantitative evaluation that is reflective of current service/beneficiary relationships, costs and management decisions. As an illustration, the following table, derived from this report, contrasts the calculated indirect costs of supporting the Town's Water and Sewer functions to the actual General Fund charge that was made in FY2010.

Town of Vienna, Virginia

Indirect Cost Allocation Study
Costs For Fiscal Year Ended June 30, 2010

Comparison Of Calculated Indirect FY2010 Costs And FY2010 Water & Sewer Utilities Transfer To The General Fund

		Overhead		FY2010 C	osts	Actual
		Function	Ci	alculated Costs	s Allocated	W & S Transfer
ļ	7	otal Cost		To W & S L	Itilities	To Town
	. ,	Allocated	Indirect Cost			General Fund
Overhead Service Allocated	(Cost Pool)		Allocated - \$		% Of Pool	FY2010
Building Depreciation	\$	450,612	\$	-		
Equipment Depreciation	\$	495,339	\$	·-		
Town Manager	\$	573,555	\$	67,163	11.71%	
Administrative Services	\$	501,493	\$	58,725	11.71%	
Legal Services	\$	238,722	\$	18,278	7.66%	
Financial Administration	\$	897,117	\$	401,101	44.71%	
Disbursement Operations	\$	246,522	\$	31,136	12.63%	
Data Processing	\$	46,380	\$	2,217		
Risk Management	\$	569,602	\$	62,720	11.01%	
Information Technology	\$	346,097	\$	-		
Purchasing	\$	286,485	\$	42,973	15.00%	
Revenue Operations	\$	498,486	\$	74,823	15.01%	
Public Information	\$	244,020	\$	28,575	11.71%	
Central Services	\$	211,628	\$	84,651	40.00%	
P C Replacement	\$	78,324	\$	1,989	2.54%	
Public Works Administration	\$	1,285,546	\$	514,218	40.00%	
Vehicle & Equipment Maint.	\$	1,460,823	\$	210,359	14.40%	
Buildings & Grounds	\$	1,283,224	\$	-		
Audit	\$	48,660	\$	5,333	10.96%	
Total	\$	9,762,635	\$	1,604,261	16.43%	\$ 1,212,841

Calculated indirect costs to support Water and Sewer functions exceed the actual charge for these support services by \$ 391,420.

Schedule 1C

Town of Vienna, Virginia
CENTRAL SERVICES COST ALLOCATION PLAN
Costs for Fiscal Year Ended June 30, 2010

Summary of Allocated Costs

Sulding Depreciation Equipment Depreciation Fown Manager 295,636 Administrative Services 129,386 Legal Services 22,226 Legal Services 22,226 Legal Services 107,505 Legal Services 123,196 Legal Revenue Operations 194,55 Legal Information 76,411 Legal Leg	D	Cost Allocated
Equipment Depreciation Fowm Manager 295,636 Administrative Services 129,384 Legal Services 22,225 Financial Administration 519,734 Disbursement Operations 107,505 Disbursement Operations 123,196 Disbursement Operations 159,344 Risk Management 1,236 Afformation Technology 159,344 Revenue Operations 78,411 Central Services 64,09 De C Replacement 47 Public Works Administration 696,630 Vehicle & Equipment Maint, 321,42 Buildings & Grounds Audit Public Works 1,315,63 Other Public Works 1,081,75 Sanitation & Waste Removal 164 Health & Welfare Parks Recreation & Cultural 15,566 Community Development 356,656 Water & Sewer Fund 1,604,266	Department or Function	Anocated
Fown Manager 295,634 Administrative Services 129,386 Legal Services 22,222 Financial Administration 519,73 Disbursement Operations 107,50 Data Processing 2,444 Risk Management 1,231 Information Technology 153,194 Purchasing 159,344 Revenue Operations 194,55 Public Information 78,411 Central Services 64,09 P C Replacement 47.7 Public Works Administration 696,63 Vehicle & Equipment Maint 321,42 Buildings & Grounds 373,57 Audit 1,315,63 Other Public Works 1,081,75 Sanitation & Waste Removal 509,41 Health & Welfare 815,56 Parks Recreation & Cultural 815,56 Community Development 358,65 Water & Sewer Fund 1,604,26		
Administrative Services 129,384 .egal Services 222,221 .inancial Administration 519,736 .lostorsement Operations 107,500 .lostorsement Operations 107,500 .lostorsement Operations 123,191 .lostorsement Operations 159,344 .lostorial Services 164,992 .lostorial Services 64,993 .lostorial Servi		205.636
Legal Services 22,221 Financial Administration 519,73 Disbursement Operations 107,500 Data Processing 2,444 Risk Management 1,236 Information Technology 159,344 Bevenue Operations 194,55 Public Information 78,411 Central Services 64,09 Po C Replacement 47 Public Works Administration 696,63 Vehicle & Equipment Maint 321,42 Buildings & Grounds 373,57 Audit 1,315,63 Other Public Works 1,081,75 Sanitation & Waste Removal 509,41 Health & Welfare Parks Recreation & Cultural 815,66 Parks Recreation & Cultural 815,66 Community Development 358,65 Water & Sewer Fund 1,604,26		
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Disbursement Operations 107,507 Data Processing 2,444 Risk Management 1,23 Information Technology 123,19 Purchasing 159,344 Revenue Operations 194,55 Public Information 78,411 Central Services 64,09 P C Replacement 47 Public Works Administration 696,63 Vehicle & Equipment Maint. 321,42 Buildings & Grounds 373,57 Audit 1,315,63 Public Safety 1,315,63 Other Public Works 1,081,75 Sanitation & Waste Removal 509,41 Health & Welfare 1,24 Parks Recreation & Cultural 815,56 Community Development 358,65 Water & Sewer Fund 1,604,26		
Data Processing 2,446 Risk Management 1,233 Information Technology 159,344 Revenue Operations 194,55 Public Information 78,41 Central Services 64,09 Public Works Administration 696,63 Vehicle & Equipment Maint 321,42 Buildings & Grounds 373,57 Audit 1,315,63 Other Public Works 1,081,75 Sanitation & Waste Removal 509,41 Health & Welfare 1,234 Parks Recreation & Cultural 815,56 Community Development 358,65 Water & Sewer Fund 1,604,26	AND THE PROPERTY OF THE PROPER	
Risk Management 1,236 Information Technology 123,199 Purchasing 159,344 Revenue Operations 194,55 Public Information 78,416 Central Services 64,09 P C Replacement 47 Public Works Administration 696,63 Vehicle & Equipment Maint 321,42 Buildings & Grounds 373,57 Audit 1,315,63 Other Public Works 1,081,75 Sanitation & Waste Removal 509,41 Health & Welfare 815,56 Parks Recreation & Cultural 815,56 Community Development 358,65 Water & Sewer Fund 1,604,26	AND A SECOND CONTRACTOR OF THE PROPERTY OF THE	and the second of the second
Information Technology 123,190 Purchasing 159,344 Revenue Operations 194,555 Public Information 78,411 Central Services 64,09 Public Works Administration 696,633 Buildings & Grounds 373,577 Audit Public Safety 1,315,63 Other Public Works 1,081,75 Sanitation & Waste Removal 509,41 Health & Welfare Parks Recreation & Cultural 815,56 Community Development 358,65 Water & Sewer Fund 1,604,26	The second secon	
Purchasing 159,344 Revenue Operations 194,55 Public Information 78,410 Central Services 64,09 C Replacement 477 Public Works Administration 696,63 Vehicle & Equipment Maint 321,42 Buildings & Grounds 373,57 Audit Public Safety 1,315,63 Other Public Works 1,081,75 Sanitation & Waste Removal 509,41 Health & Welfare Parks Recreation & Cultural 815,66 Community Development 358,65 Water & Sewer Fund 1,604,26	The state of the s	
Revenue Operations Public Information Central Services 94,09 O C Replacement Public Works Administration Sedicas Suildings & Grounds Audit Public Safety 1,315,63 Cother Public Works Sanitation & Waste Removal Health & Welfare Parks Recreation & Cultural Water & Sewer Fund 1,604,26	Control of the Contro	commence of the contract of th
Public information 78,410 Central Services 64,09 P C Replacement 477 Public Works Administration 696,630 Vehicle & Equipment Maint 321,42 Buildings & Grounds 373,577 Audit Public Safety 1,315,63 Other Public Works 10,81,75 Sanitation & Waste Removal 509,41 Health & Welfare Parks Recreation & Cultural 815,56 Community Development 358,65 Water & Sewer Fund 1,604,26		trade a region of the first of the
Central Services 64,09 P C Replacement 47: Public Works Administration 696,63: Vehicle & Equipment Maint 321,42: Buildings & Grounds 373,57: Audit Public Safety 1,315,63 Other Public Works 1,081,75 Sanitation & Waste Removal 509,41 Health & Welfare Parks Recreation & Cultural 815,56 Community Development 358,65 Water & Sewer Fund 1,604,26	Revenue Operations	
P C Replacement Public Works Administration Solicite & Equipment Maint. Suildings & Grounds Audit Public Safety Other Public Works Sanitation & Waste Removal Health & Welfare Parks Recreation & Cultural Community Development Water & Sewer Fund Solicite Semination & Sewer Fund Solicite Solic	Public Information	
Public Works Administration 696,630 Vehicle & Equipment Maint. 321,42 Buildings & Grounds 373,57 Audit Public Safety 1,315,63 Other Public Works 1,081,75 Sanitation & Waste Removal 509,41 Health & Welfare Parks Recreation & Cultural 815,56 Community Development 358,65 Water & Sewer Fund 1,604,26	Central Services	a salah di menganjan di merupakan berangan berangan berangan berangan berangan berangan berangan berangan beran
Vehicle & Equipment Maint. Suildings & Grounds Audit Public Safety 1,315,63 Other Public Works Sanitation & Waste Removal Health & Welfare Parks Recreation & Cultural Community Development Water & Sewer Fund 1,604,26	C Replacement	473
Buildings & Grounds 373,577 Audit Public Safety 1,315,63 Other Public Works 1,081,75 Sanitation & Waste Removal Health & Welfare Parks Recreation & Cultural Community Development Water & Sewer Fund 1,604,26	Public Works Administration	Committee of the contract of t
Audit Public Safety 1,315,63 Other Public Works 1,081,75 Sanitation & Waste Removal Health & Welfare Parks Recreation & Cultural Community Development Water & Sewer Fund 1,604,26	Vehicle & Equipment Maint.	321,423
Public Safety Other Public Works 1,081,75 Sanitation & Waste Removal Health & Welfare Parks Recreation & Cultural Community Development Water & Sewer Fund 1,604,26	Buildings & Grounds	373,579
Other Public Works Sanitation & Waste Removal Health & Welfare Parks Recreation & Cultural Community Development Sase,65 Water & Sewer Fund 1,604,26	CONTRACTOR OF THE PROPERTY OF	1 315 635
Sanitation & Waste Removal Health & Welfare Parks Recreation & Cultural Community Development Water & Sewer Fund 1,604,26	and the second area of the second of the sec	
Health & Welfare Parks Recreation & Cultural Community Development Water & Sewer Fund 1,604,26	Control Contro	
Parks Recreation & Cultural Community Development Water & Sewer Fund 1,604,26	The state of the s	509,413
Community Development Water & Sewer Fund 1,604,26	and the second of the second o	045 566
Water & Sewer Fund 1,604,26		
Ceneral Covernment/Other 987,4	Water & Sewer Fund	1,604,26
Ceneral Covernment/Other 987,4	and the second of the second second of the s	
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Ceneral Covernment/Other 987,4	ing mengangangan kemilingan dan menginan kemilingan kemilingan dan bandan dan binan dan mengingan dan	20,000 (2000)
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Ceneral Covernment/Other 987,4	and the second s	
General Covernment/Other 987,4	manager to Manager to the Manager to	
General Covernment/Other 987,4	the state of the s	
General Covernment/Other 987,4	and the same of th	
General Covernment/Other 987,4	and the second of the second o	nungara sa
General Covernment/Other 987,4	and the second of the second o	Contraction (Contraction)
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General Covernment/Other 987,4		
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General Government/Other 987,4		
General Government/Other 987,4		
	General Government/Other	987,47

Schedule 2C Page 1

Summary of Costs Allocated By Central Service

	Schedule	Schedule	Schedule	Schedule	Schedule	Schedule	Schedule	Schedule
	3E	3F	3G	3H	31	3J	3K	3L
Department or Function	Bidg Depre	quip Depre	Mgr	Admn Svcs	Atty	Fin Admin	Disbrsmt	DP
Building Depreciation								
Equipment Depreciation			2 1 100				4 400	1000000
Town Manager	4,278	1,125	4,933	4,313	164,504		1,422	4 404
Administrative Services	2,995		6,539	5,717			3,360	1,104
_egal Services			1,663				1,357	4,606
inancial Administration	15,441	3,293	9,808	the second of the second of the second		138,438	1,874	1,146
Disbursement Operations		- 1000 per 10 1 1000 1	5,334	4,664	Action to the second second	74,998	3,360	1,442
Data Processing							237	756
Risk Management							603	
nformation Technology	2,700		6,539		,		2,218	4.000
Purchasing	2,514		5,334			74,998	1,357	4,990
Revenue Operations			3,269			161,503	3,058	756
Public Information	1,240		11,471				1,185	1,725
Central Services			3,269	2,859		46,129	1,120	951
C Replacement],							473
Public Works Administration	209,011		21,279				6,095	
Vehicle & Equipment Maint.		6,238	29,481				17,511	
Buildings & Grounds	A CONTRACTOR OF THE CONTRACTOR	29,605	26,211	22,918			12,600	
Audit								
Public Safety	56,632	131,275	170,403	F 10 C 10	and the second second second second second		35,453	A CONTRACTOR OF THE STATE OF TH
Other Public Works		130,957	55,692				16,003	17,216
Sanitation & Waste Removal		71,132	45,884	40,119	e en en en proprie proprie de la companya de la com	2	10,619	erroren er sammen.
Health & Welfare	and the second second second		a conservation of the	garante de la companya della companya della companya de la companya de la companya della company		en en en en en en en en	. Open and the second	and the second
Parks Recreation & Cultural	134,847	49,557	68,024	and the state of the state of the state of			47,342	
Community Development	9,914	4,384	22,942	and the second of the second of the second			4,803	5,677
Water & Sewer Fund]		67,163	58,725	18,278	401,101	31,136	2,217
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	a company of the control of the cont	and the second s	and the second second second second	and the second second	and a second of the second of			
				and the second second				
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				general general de la companya de la				
				and the second s				
General Government/Other	11,040	67,773	8,317		55,940	· · · · · · · · · · · · · · · · · · ·		
General Government/Other Allocated to Departments	11,040	67,773	573,555	5 501,493	238,722	897,117	246,522	46,38
				5 501,493		897,117		

Schedule 2C Page 2

Summary of Costs Allocated By Central Service

	Schedule	Schedule	Schedule	Schedule	Schedule	Schedule	Schedule	Schedule
	3M	3N	30	3P	3Q	3R	3S	3T
Department or Function	Risk Mgt	ΙT	Purch	Rev Oper	Pub Info	Cent Serv	PC Rplcmt	PW Admn
Building Depreciation								
Equipment Depreciation								
Town Manager	4,905	8,237	682		2,099	1,232		
Administrative Services	5,557	34,367	4,310		2,782	1,638		
Legal Services	1,333	8,549	1,826		708	406		
Financial Administration	9,506	10,764	682		4,173	2,463	2,984	
Disbursement Operations	4,273	5,641	3,628		2,269	1,333	a system offerings a	
Data Processing	7,210	0,071	1,364			o nomina DETIGOS A	acceptance to a section of the	and the state of the state of
Risk Management			463					
Information Technology	5,528	37,240	4,091		2,782	1,638		
e an agraga caración e da collega en en en	4,543	5,641	901		2,269	1,333		
Purchasing		12,875	4,773		1,391	825		
Revenue Operations	2,619	again and arise of the	angana ang ang kabupatèn ang		4,880	2,882		
Public Information	9,319	7,095	3,409		1,391	825		
Central Services	2,619	3,530	1,145		1,351	023		
P C Replacement					0.053	E 246		89,988
Public Works Administration	41,365		5,917		9,053	5,346		
Vehicle & Equipment Maint.	25,103		29,319		12,543	7,403		128,555
Buildings & Grounds	24,961	Academic Control	27,273	estatus en estatus estatus en est	11,152	6,577		115,699
Audit	J							
Public Safety	155,446	128,471	25,910	C. DOLLARD AND C. V.	72,498	42,740	and the second	
Other Public Works	62,944		32,509		23,694	13,967		244,254
Sanitation & Waste Removal	39,729	commence of the second	6,137	and the second second section is	19,522	11,504	and the second second second second	192,832
Health & Welfare				,		z maj provenienienie in inc	,	and a second second
Parks Recreation & Cultural	78,374	42,362	57,761		28,941	17,053		
Community Development	20,921	16,543	2,727		9,761	5,752		
Water & Sewer Fund	62,720		42,973	74,823	28,575	84,651	1,989	514,218
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	A CONTRACTOR OF THE STATE OF TH							
				The one entreets		and the second second second		e de la companyación de la compa
								e de la companyación de la compa
General Government/Other	7,837	24,782	28,685	423,663	3,537	2,060	73,351	
General Government/Other Allocated to Departments		24,782 346,097	28,685	423,663 498,486	3,537	2,060	73,351 78,324	1,285,544
General Government/Other Allocated to Departments Total to be Allocated	7,837 569,602 569,602							1,285,544

Schedule 2C Page 3

Summary of Costs Allocated By Central Service

	Schedule 3U	Schedule 3V	Schedule 3W	Schedule 3X	Schedule 3Y	Schedule 3Z	Schedule 3AA	Schedule 3BB
Department or Function	Vehicle Mn	B&G	Audit					
Building Depreciation	V CHICAGO IVIII							
Equipment Depreciation								
Town Manager	11,687	85,976	243	and the second section of the second	a tanan da araba da a		J	
Administrative Services		60,183	832					
_egal Services		, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	326					
Financial Administration		310,284	302					
Disbursement Operations	A CONTRACTOR CONTRACTOR	control of the co	560	and a contract of the contract	The second secon	2011/06/04 14000		
Data Processing	and the second	ing any income a record of the or first	83	in the second se				
Risk Management			170					
nformation Technology		54,280	457					
Purchasing		50,559	243					
Revenue Operations			623					
Public Information		24,895	287					
Central Services			253					
P C Replacement								
Public Works Administration	46,746	242,016	1,217					
Vehicle & Equipment Maint.	35,060		4,433					
Buildings & Grounds	93,493		3,090					
Audit	and the second	and the second second	an angang angang sa sa kabupatèn sa		er tyre reserves on the			
Public Safety	303,851	37,855	6,107					and the second s
Other Public Works	432,404	reaction of the con-	3,421	20.10.10.10.10.00.10.10.10.10.10.10.10.10				
Sanitation & Waste Removal	70,120	, and 10, 10 miles 10 miles 10 miles	1,815					
Health & Welfare	and the same							to accompany and the
Parks Recreation & Cultural	222,045	and the second	9,786		2 20 2. 1 No. 1 (10 No. 10 No.			
Community Development	35,060	199,285	827					
Water & Sewer Fund	210,359		5,333					
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		e version de la companya de la compa						
						A CONTRACTOR OF THE CONTRACTOR		
						The second secon		
		217 891	8 252					
General Government/Other	(2)	217,891	8,252 48,660					
General Government/Other Allocated to Departments Total to be Allocated	(2) 1,460,823 1,460,823	217,891 1,283,224 1,283,224	48,660					

Schedule D

Town of Vienna, Virginia Central Services Cost Allocation Costs for Fiscal Year Ended June 30, 2010

Summary of Allocation Bases

	Cabadula	Basis of Allocation
Department	Schedule	
Building Depreciation	E	Actual Cost & Sq Feet Occupied
Equipment Depreciation	F	Actual Cost
Town Manager	G	# of Employees
Administrative Services	Н	# of Employees
Legal Services	I	Work Effort
Financial Administration	J	Employees Supervised
Disbursement Operations	K	Weighted # of AP & Payroll Checks
Data Processing	L	Service Calls and Terminals
Risk Management	M	# of Employees, Vehicles & Property Values
Information Technology	N	# Terminals & Service Calls
Purchasing	0	# of Purchase Orders Issued
Revenue Operations	P	Work Effort
Public Information	Q	# of Employees
Central Services	R	Work Effort & # Empolyees
P C Replacement	S	Actual Purchases
Public Works Administration	Т	Estimated Effort & Employees Supervised
Vehicle & Equipment Maint.	U	# Vehicles & Equipment
Buildings & Grounds	V	Square Feet Occupied
Audit	W	# of checks AP & Payroll and POs

TOWN OF VIENNA, VIRGINIA STATEMENT OF FUNCTION AND BENEFIT FOR THE YEAR ENDED JUNE 30, 2009

SCHEDULE 1E - BUILDING DEPRECIATION

Building depreciation charges recorded in the Town's financial records are allocated to its various functions and based on occupied square feet.

SCHEDULE 1F - EQUIPMENT DEPRECIATION

Equipment depreciation charges recorded in the Town's financial records are reported for the several central service functions.

SCHEDULE 1G - TOWN MANAGER

The Town Manager's Office performs, supervises, directs, and advises on the work involved in providing services by all departments, functions and personnel in the Town service. Costs associated with this function have been allocated departmentally based on the number of full time employees.

SCHEDULE 1H - ADMINISTRATIVE SERVICES

Administrative Services performs all Human Resources functions for the Town and a is assigned significant duties in the budget preparation process. Costs associated with this function have been allocated departmentally based on the number of full time employees.

SCHEDULE 11 - LEGAL SERVICES

The Town Attorney's office provides legal services to the Town Council, Town Manager and other Town departments. Costs for this central service have been allocated based on a review of expended effort by the legal staff of the Attorney's office.

SCHEDULE 1J - FINANCIAL ADMINISTRATION

The office of the Director of Finance provides oversight of all financial, accounting and payroll operations of the Town and is directly responsible for the management of several other functions including: Disbursement, Purchasing, Central Services and Revenue Operations. Costs have been allocated based on an analysis of work effort and on the number of personnel supervised.

SCHEDULE 1K - DISBURSEMENT OPERATIONS

Disbursement Operations performs all accounts payable and payroll functions for the Town. Costs have been allocated based on the number of accounts payable and payroll checks issued.

SCHEDULE 1L - DATA PROCESSING

Accumulated in this function are all Town costs for maintenance and service contracts for its electronic infrastructure. These costs are allocated based on the number of computers supported and service calls performed by the Information Technology function.

SCHEDULE 1M - RISK MANAGEMENT

This function aggregates the cost of insurance for all Town functions. Costs have been allocated based on the number of employees or property values as appropriate.

TOWN OF VIENNA, VIRGINIA INDIRECT COST ALLOCATION STUDY FOR THE YEAR ENDED JUNE 30, 2009

SCHEDULE 1N - INFORMATION TECHNOLOGY

The Information Technology Department provided all oversight, support and service for the Towns computer infrastructure. Costs are allocated based on the number of computers supported and service calls performed.

SCHEDULE 10 - PURCHASING

This function provides procurement services for all Town departments. These costs are allocated based on the number of purchase orders issued.

SCHEDULE 1P - REVENUE OPERATIONS

This function is responsible for all tax, fee and other revenue collections for the Town. Direct allocations have been made based on analyzed work effort.

SCHEDULE 1Q - PUBLIC INFORMATION

The Public Information Office is responsible for all press releases and dissemination of information concerning Town functions and activities. The costs are allocated based on the number of employees.

SCHEDULE 1R - CENTRAL SERVICES

This function provided switchboard services and clerical accounting assistance. These costs are allocated departmentally based on the number employees.

SCHEDULE 1S - PC REPLACEMENT

Costs for replacement desktop and laptop computers are accumulated in this function. Costs are allocated to departments based on actual purchases.

SCHEDULE 1T - PUBLIC WORKS ADMINISTRATION

Public Works Administration provides management oversight for several activities of the Town. Costs are allocated to departments which fall under its jurisdiction based on number of employees supervised and analysis of required effort.

SCHEDULE 1U -VEHICLE & EQUIPMENT MAINTENANCE

This function provides repair and maintenance services for Town vehicles and heavy equipment. The costs are allocated based on the number of vehicles and pieces of equipment assigned to departments.

SCHEDULE 1V - BUILDINGS & GROUNDS

The Town provides facility and grounds management services to Town owned buildings, primarily Town Hall. These costs are allocated departmentally based on the number of square feet serviced.

SCHEDULE 1W - INDEPENDENT AUDIT

The Town's Financial Statements are audited annually as required by state statute. Audit costs have been allocated based on the number of accounting transactions per department.

Town of Vienna, Virginia

CENTRAL SERVICES COST ALLOCATION PLAN Costs for Fiscal Year Ended June 30, 2010

Costs To Be Allocated - Function: Building Depreciation

Expenditure Per Annual Financial Report	\$	
		1
ADDITIONS		I
Total Allocations From Central Service Functions		
Use Charge	450,612	
Depreciation	.50,012	
Total Additions	\$	450,612
Total Additions	▼	
	· · ·	
SUBTRACTIONS	-	7
SUBTRACTIONS		_
Reimbursement		
n combarsonicit		
I		
]		
Total Subtractions	`\$	
TOTAL COSTS TO BE ALLOCATED	\$	450,612
IOTAL GOOTS TO BE ALLOGATED	•	
Basis Used For Allocating Cost: Actual Cost & Sq Feet Occupied	•	

Town of Vienna, Virginia

CENTRAL SERVICES COST ALLOCATION PLAN Costs for Fiscal Year Ended June 30, 2010

Allocation Of Costs - Function: Building Depreciation

	Direct		Indirect Alloca	ation	Reim-	
	Allocation	Allocation		Amount	bursment	Total
Department or Function	\$	Units	Percent	\$	\$	\$
Building Depreciation	· · · ·	1	<u> </u>			
quipment Depreciation						4.076
own Manager	4,278					4,278 2,995
dministrative Services	2,995					2,950
egal Services	15 441					15,441
inancial Administration Disbursement Operations	15,441					
Data Processing						
Risk Management						
nformation Technology	2,700					2,700
Purchasing	2,514					2,514
Revenue Operations						1,240
Public Information	1,240					1,240
Central Services						
PC Replacement Public Works Administration	209,011					209,011
/ehicle & Equipment Maint.	, , , , , , , , , , , , , , , , , , ,					
Buildings & Grounds						
Audit						50.00
Public Safety	56,632					56,632
Other Public Works						
Sanitation & Waste Removal						
Health & Welfare Parks Recreation & Cultural	134,847					134,847
Community Development	9,914					9,914
Vater & Sewer Fund	, J ₁ O ₁ T			, and the second of the second		
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				. 199		
					•	
	•					
General Government/Other	11,040		100.00%			11,04
Jeneral Government/Onler	450,612		100.00%		T	450,61

Costs To Be Allocated - Function: Equipment Depreciation

Ехреі	nditure Per Annual Financial Report	\$	
	ADDITIONS		
Total Allocations From Cen			•
Use Charge		405.220	
Depreciation		495,339	
	Total Additions	\$	495,33
			-
	SUBTRACTIONS]
			_
Reimbursement			
TO THE OWNER OF THE OWNER OWNER OF THE OWNER OWNE			
	Total Subtractions	\$	
		\$	495,33
TO	OTAL COSTS TO BE ALLOCATED	φ	450,33
Rasis	s Used For Allocating Cost: Actual Cost		

Allocation Of Costs - Function: Equipment Depreciation

	Direct		Indirect Alloca	tion	Reim-		
	Allocation	Allocation		Amount	bursment	1	Total
Department or Function	\$	Units	Percent	\$	\$		\$
Building Depreciation	Ψ	1 011110 1		<u> </u>			
Equipment Depreciation							
Town Manager	1,125						1,125
Administrative Services	•						
Legal Services							0.000
Financial Administration	3,293						3,293
Disbursement Operations							
Data Processing							
Risk Management							
Information Technology							
Purchasing							
Revenue Operations Public Information							
Central Services							
P C Replacement							
Public Works Administration							<u> </u>
Vehicle & Equipment Maint.	6,238						6,238
Buildings & Grounds	29,605						29,605
Audit							404.075
Public Safety	131,275						131,275 130,957
Other Public Works	130,957						71,132
Sanitation & Waste Removal	71,132						, , , , , , , ,
Health & Welfare	40 EE7						49,557
Parks Recreation & Cultural	49,557 4,384						4,384
Community Development Water & Sewer Fund	4,304			1 44011 V 11 11			A Section
vvaler & Sewer Fund	8 - 1						
				en e			6. 4.
		e as a					
		+ 1 4+ 1					
General Government/Other			100.00%				67.773
O I O mm ma a mt/Oth a r	67,773		100.00%				01,110

Costs To Be Allocated - Function: Town Manager

Expenditure Per Annual Financial Report	\$	277,919
·		'
ADDITIONS	005.000	1
Total Allocations From Central Service Functions Use Charge	295,636	
Total Additions	\$	295,636
SUBTRACTIONS]
SUBTRACTIONS		-
Doimhursoment		
Reimbursement		
Total Subtractions	\$	
TOTAL COSTS TO BE ALLOCATED	\$	573,55
Basis Used For Allocating Cost: # Of Employees		

Town of Vienna, Virginia

CENTRAL SERVICES COST ALLOCATION PLAN Costs for Fiscal Year Ended June 30, 2010

Allocation Of Costs - Function: Town Manager

	Direct	T	Indirect Alloca		Reim-	
	Allocation	Allocation		Amount	bursment	Total
Department or Function	\$	Units	Percent	\$	\$	\$
Building Depreciation						
Equipment Depreciation						4.022
Town Manager		1.50	0.86%	4,933		4,933
Administrative Services		2.00	1.14%	6,539		6,539
Legal Services		0.50	0.29%	1,663		1,663
Financial Administration		3.00	1.71%	9,808		9,808
Disbursement Operations		1.63	0.93%	5,334		5,334
Data Processing						
Risk Management						
Information Technology		2.00	1.14%	6,539		6,539
Purchasing		1.63	0.93%	5,334		5,334
		1.00	0.57%	3,269		3,269
Revenue Operations		3.50	2.00%	11,471		11,471
Public Information		1.00	0.57%	3,269		3,269
Central Services		1.00	0.51.70	0,200		- 1,
P C Replacement		0.50	3.71%	21,279		21,279
Public Works Administration		6.50				29,481
Vehicle & Equipment Maint.		9.00	5.14%	29,481		26,211
Buildings & Grounds		8.00	4.57%	26,211		20,211
Audit			W 0.0 2.024	4=0.400		170 402
Public Safety		52.00	29.71%	170,403		170,403
Other Public Works		17.00	9.71%	55,692		55,692
Sanitation & Waste Removal		14.00	8.00%	45,884		45,884
Health & Welfare						_12
Parks Recreation & Cultural		20.75	11.86%	68,024		68,024
Community Development		7.00	4.00%	22,942		22,942
Water & Sewer Fund		20.50	11.71%	67,163		67,163
VValer & OCACI i und		—				

General Government/Other

Totals

Costs To Be Allocated - Function: Administrative Services

	Expenditure Per Annual Financial Report	\$	372,109
			7
	ADDITIONS	420.204	J
Total Allocations Fro Use Charge	m Central Service Functions	129,384	•
	Total Additions	\$	129,384
			_
	SUBTRACTIONS		
Reimbursement			
Reimbursement			
i			
	Total Subtractions	\$	
	I Oldi Subliactions	•	
	TOTAL COSTS TO BE ALLOCATED	\$	501,493
	Basis Used For Allocating Cost: # Of Employees		

Town of Vienna, Virginia

CENTRAL SERVICES COST ALLOCATION PLAN Costs for Fiscal Year Ended June 30, 2010

Allocation Of Costs - Function: Administrative Services

	Direct	1:	ndirect Allocat	tion	Reim-		·
	Allocation	Allocation		Amount	bursment	-	Total
Department or Function	\$	Units	Percent	\$	\$		\$
Building Depreciation	·						
Equipment Depreciation							
Town Manager		1.50	0.86%	4,313			4,313
Administrative Services		2.00	1.14%	5,717			5,717
Legal Services		0.50	0.29%	1,454			1,454
Financial Administration		3.00	1.71%	8,576			8,576
Disbursement Operations		1.63	0.93%	4,664			4,664
Data Processing							
Risk Management							
Information Technology		2.00	1.14%	5,717			5,717
Purchasing		1.63	0.93%	4,664			4,664
Revenue Operations		1.00	0.57%	2,859			2,859
Public Information		3.50	2.00%	10,030			10,030
Central Services		1.00	0.57%	2,859			2,859
P C Replacement							
Public Works Administration		6.50	3.71%	18,605			18,605
Vehicle & Equipment Maint.		9.00	5.14%	25,777			25,777
Buildings & Grounds		8.00	4.57%	22,918			22,918
Audit							
Public Safety		52.00	29.71%	148,994			148,994
Other Public Works		17.00	9.71%	48,695			48,695
Sanitation & Waste Removal		14.00	8.00%	40,119			40,119
Health & Welfare		14.00	0.0070	5 T 1, 1 T, T, T, T			•
Parks Recreation & Cultural		20.75	11.86%	59,477			59,477
Community Development		7.00	4.00%	20,060			20,060
Water & Sewer Fund		20.50	11.71%	58,725			58,725
vvaler & Sewer Fund		20.50	11.7 1.70	00,7 20			2 2 j 1 j - j 2

Costs To Be Allocated - Function: Legal Services

E	xpenditure Per Annual Financial Report	\$	216,494
			1
	ADDITIONS		
Total Allocations From	Central Service Functions	22,228	
Use Charge			
			i
			•
İ			
	Total Additions	\$	22,228
ł			
			-
	SUBTRACTIONS		_
1			
L			
Reimbursement			
	Total Subtractions	\$	
		•	000 700
	TOTAL COSTS TO BE ALLOCATED	\$	238,722
	Date I Sall and Date I Made Fill and		
	Basis Used For Allocating Cost: Work Effort		

Town of Vienna, Virginia

CENTRAL SERVICES COST ALLOCATION PLAN
Costs for Fiscal Year Ended June 30, 2010

Allocation Of Costs - Function: Legal Services

		Direct		In	direct Alloca	ation		Reim-		
		Allocation	Alloca	tion		Ar	nount	bursment		Total
Department of	r Function	\$	Unit	s	Percent		\$	\$		\$
uilding Deprecia	ation	<u> </u>								
quipment Depre	ciation									404.50
own Manager				0.9	90.00%		164,504			164,504
Administrative Se	ervices									
egal Services										
inancial Adminis	stration									
Disbursement Or										
ata Processing										
Risk Managemer	nt									
nformation Tech	nology									
urchasing										
Revenue Operati	ons									
ublic Informatio	n [']									
Central Services										
C Replacemen	t									
ublic Works Adı	ministration									
ehicle & Equipn	nent Maint.									
Buildings & Grou	nds									
Audit										
Public Safety										
ther Public Wo	ks									
Sanitation & Was	te Removal									
lealth & Welfare										
arks Recreation	& Cultural									
Community Deve										40.07
Vater & Sewer F	und			0.1	10.00%		18,278	45 - 1		18,27
	1 884 1 14 11 11 1									
								and the second		
								1.228		
									1.451	
										,
		55,94								55,94
General Govern										

Costs To Be Allocated - Function: Financial Administration

	Expenditure Per Annual Financial Report	\$	426,043
			1
	ADDITIONS)
Total Allocations F	rom Central Service Functions	519,734	
Use Charge			
			,
ł			
		\$	519,734
	Total Additions	Φ	313,734
	SUBTRACTIONS		
Audit Fee		48,660	วี
Addition			
Reimbursement			
TACITIDA SCITICIA			
	Total Subtractions	\$	48,660
	TOTAL COSTS TO BE ALLOCATED	\$	897,117
Ba	asis Used For Allocating Cost: Employees Supervised		

Allocation Of Costs - Function: Financial Administration

	Direct		inc	lirect Alloc	ation		Reim-		
	Allocation	Allo	cation			nount	bursment		Total
Department or Function	\$		nits	Percent		\$	\$		\$
uilding Depreciation	<u> </u>	- 							
quipment Depreciation									
own Manager									
dministrative Services									
egal Services			3.000	27.91%		138,438			138,43
inancial Administration			1.625	15.12%		74,998			74,998
Disbursement Operations			1.023	13.1270		1-1,000			,.
Pata Processing Lisk Management									
nformation Technology									
urchasing			1.625	15.12%		74,998			74,99
Revenue Operations			3.500	32.56%		161,503			161,50
ublic Information									رغاز جاء
Central Services			1.000	9.30%		46,129			46,129
C Replacement									
ublic Works Administration									
ehicle & Equipment Maint.									
uildings & Grounds									
udit									
ublic Safety									
Other Public Works							5000 11		
Sanitation & Waste Removal									
lealth & Welfare Parks Recreation & Cultural									
Community Development					\$15.7				
Vater & Sewer Fund	401,101	111144			2-25:53				401,10
valer & Sewer Fund	193,101				1.000				
									- ,
			• • •						
						200			
									(

Costs To Be Allocated - Function: Disbursement Operations

Expenditure Per Annual Financial Report	\$		139,020
ADDITIONS		107,502]
Total Allocations From Central Service Functions Use Charge		101,00=	
Total Additions		\$	107,502
			י . ר
SUBTRACTIONS			J :
Reimbursement			·
			į
Total Subtractions		\$	
TOTAL COSTS TO BE ALLOCATED		\$	246,522
Basis Used For Allocating Cost: Weighted # Of Ap & Payroll Checks	-		

Town of Vienna, Virginia

CENTRAL SERVICES COST ALLOCATION PLAN Costs for Fiscal Year Ended June 30, 2010

Allocation Of Costs - Function: Disbursement Operations

	Direct	ir	idirect Allocat	ion	Reim-	
	Allocation	Allocation		Amount	bursment	Total
Department or Function	\$	Units	Percent	\$	\$	\$
Building Depreciation						
Equipment Depreciation						
Town Manager		47	0.66%	1,422		1,422
Administrative Services		111	1.56%	3,360		3,360
_egal Services		45	0.63%	1,357		1,357
Financial Administration		62	0.87%	1,874		1,874
Disbursement Operations		111	1.56%	3,360		3,360
Data Processing	* * * * * * * * * * * * * * * * * * *	8	0.11%	237		237
Risk Management		20	0.28%	603		603
nformation Technology		73	1.03%	2,218		2,218
		45	0.63%	1,357		1,357
Purchasing		101	1.42%	3,058		3,058
Revenue Operations		39	0.55%	1,185		1,185
Public Information		39	0.52%	1,120		1,120
Central Services		31	0.52,70	1,120		
P C Replacement		201	2.83%	6,095		6,09
Public Works Administration		577	8.13%	17.511		17,51
/ehicle & Equipment Maint.			755	12,600		12,600
Buildings & Grounds		415	5.85%	12,000		12,000
Audit			40.4007	25.452		35,450
Public Safety		1,168	16.46%	35,453		16,000
Other Public Works		527	7.43%	16,003		10,619
Sanitation & Waste Removal		350	4.93%	10,619		10,013
Health & Welfare						47.04
Parks Recreation & Cultural		1,560	21.98%	47,342		47,34
Community Development		158	2.23%	4,803		4,80
Nater & Sewer Fund	31,136					31,13

100.00%

7,096

General Government/Other

Costs To Be Allocated - Function: Data Processing

	Expenditure Per Annual Financial Report	\$	43,940
	•		
	ADDITIONS		
		2,440	
	n Central Service Functions	£,++0	
Use Charge			
,			
	Total Additions	\$	2,440
	Total Additions	·	
		•	•
	SUBTRACTIONS]
			_
Reimbursement			
T Carribaracinicat			
		•	F
	Total Subtractions	\$	
			40.000
	TOTAL COSTS TO BE ALLOCATED	\$	46,380
Basis U	Jsed For Allocating Cost: Service Calls And Terminals		

Allocation Of Costs - Function: Data Processing

	Direct		Indirect Alloca	ition	Reim-		
	Allocation	Allocation		Amount	bursment	Total	
Department or Function	\$	Units	Percent	\$	\$	\$	
Building Depreciation			·				
Equipment Depreciation							
Town Manager						1	104
Administrative Services	1,104					4,	606
_egal Services	4,606 1,146						146
Financial Administration	1,140					1,	442
Disbursement Operations Data Processing	756						756
Risk Management	, 55						
nformation Technology						4	000
Purchasing	4,990						,990 756
Revenue Operations	756						,725
Public Information	1,725			et Mil			951
Central Services	951 473						473
C Replacement Public Works Administration	413						
Vehicle & Equipment Maint.			eser de la companya d			en en en en en en en en en en en en en e	
Buildings & Grounds							
Audit							
Public Safety						17.	,216
Other Public Works	17,216						,-, '
Sanitation & Waste Removal Health & Welfare							
Parks Recreation & Cultural							
Community Development	5,677						,677
Nater & Sewer Fund	2,217					2	,217
en en en en en en en en en en en en en e							
	1. 28						
,							
							2 22
General Government/Other	3,321		100.00%				3,32 3,38
Totals	46,380		100.00%			40	<u>ان ر ر</u>

Costs To Be Allocated - Function: Risk Management

	Expenditure Per Annual Financial Report	\$	568,366
	ADDITIONS		
	m Central Service Functions	1,2	236
Use Charge			
			:
		¢	1,236
	Total Additions	\$	1,230
	SUBTRACTIONS		
	ODDITION OF THE PROPERTY OF TH		
Reimbursement			
1			
	Total Subtractions	\$	
			500 000
	TOTAL COSTS TO BE ALLOCATED	\$	569,602
	Walisha & Dranats Valida & Dranats V	alues	
Basis Used For	Allocating Cost: # Of Employees, Vehicles & Property V	alues	

Town of Vienna, Virginia

CENTRAL SERVICES COST ALLOCATION PLAN Costs for Fiscal Year Ended June 30, 2010

Allocation Of Costs - Function: Risk Management

	Direct	Indirect Allocation		Reim-		
i	Allocation	Allocation		Amount	bursment	Total
Department or Function	\$	Units	Percent	\$	\$	\$
Building Depreciation						
Equipment Depreciation						
Town Manager	4,894	4,894	0.86%	11		4,905
Administrative Services	5,545	5,545	0.98%	12		5,557
Legal Services	1,330	1,330	0.23%	3		1,333
Financial Administration	9,485	9,485	1.67%	21		9,506
Disbursement Operations	4,264	4,264	0.75%	9		4,273
Data Processing	,					
Risk Management						
Information Technology	5,516	5,516	0.97%	12		5,528
Purchasing	4,533	4,533	0.80%	10		4,543
Revenue Operations	2,613	2,613	0.46%	6		2,619
Public Information	9,299	9,299	1.64%	20		9,319
Central Services	2,613	2,613	0.46%	6		2,619
P C Replacement	2					
Public Works Administration	41,275	41,275	7.26%	90		41,365
Vehicle & Equipment Maint.	25,048	25,048	4.41%	55	20.00	25,103
Buildings & Grounds	24,907	24,907	4.38%	54		24,961
Audit		–				
Public Safety	155,109	155,109	27.29%	337		155,446
Other Public Works	62,807	62,807	11.05%	137		62,944
Sanitation & Waste Removal	39,643	39,643	6.97%	86		39,729
Health & Welfare	55,510		. 545 2 44			
Parks Recreation & Cultural	78,204	78,204	13.76%	170		78,374
Community Development	20,876	20,876	3.67%	45		20,921
Water & Sewer Fund	62,584	62,584	11.01%	136		62,720
vvater a Sewer i unu	QZ,004	, 0-,09 !		3		

Costs To Be Allocated - Function: Information Technology

Expenditure	Per Annual Financial Report	\$	222,907
	ADDITIONS		
Total Allocations From Central Se Use Charge		123,190	
	Total Additions		123,190
	SUBTRACTIONS		1
Reimbursement			
·			
	Total Subtractions	\$	
TOTAL	COSTS TO BE ALLOCATED	\$	346,097
Davis Hand For Alle	cating Cost: # Terminals & Service C	alls	

Allocation Of Costs - Function: Information Technology

Department or Function uilding Depreciation quipment Depreciation own Manager dministrative Services egal Services inancial Administration bisbursement Operations tata Processing tak Management information Technology furchasing tevenue Operations ublic Information tentral Services C Replacement tublic Works Administration tentral Services C Replacement tublic Works Administration tentral Services C Replacement tublic Safety other Public Works antitation & Waste Removal	Direct Allocation \$ 8,237 34,367 8,549 10,764 5,641 37,240 5,641 12,875 7,095 3,530	Allocat	tion	Percent	Amo	ount 5	bursment \$		8,237 34,367 8,549 10,764 5,641 37,240 5,641 12,875 7,095 3,530
uilding Depreciation quipment Depreciation own Manager dministrative Services egal Services inancial Administration bisbursement Operations lata Processing tisk Management formation Technology furchasing levenue Operations lublic Information entral Services C Replacement fublic Works Administration lehicle & Equipment Maint libility Safety Other Public Works lanitation & Waste Removal	\$,237 34,367 8,549 10,764 5,641 37,240 5,641 12,875 7,095 3,530	1							8,237 34,367 8,549 10,764 5,641 37,240 5,641 12,875 7,095
uilding Depreciation quipment Depreciation own Manager dministrative Services egal Services inancial Administration bisbursement Operations lata Processing tisk Management formation Technology furchasing levenue Operations lublic Information entral Services C Replacement fublic Works Administration lehicle & Equipment Maint libility Safety Other Public Works lanitation & Waste Removal	8,237 34,367 8,549 10,764 5,641 37,240 5,641 12,875 7,095 3,530								8,237 34,367 8,549 10,764 5,641 37,240 5,641 12,875 7,095
quipment Depreciation own Manager dministrative Services egal Services inancial Administration bisbursement Operations lata Processing lisk Management formation Technology furchasing levenue Operations lublic Information entral Services C Replacement lublic Works Administration lehicle & Equipment Maint lublic Safety Other Public Works lanitation & Waste Removal	34,367 8,549 10,764 5,641 37,240 5,641 12,875 7,095 3,530								34,367 8,549 10,764 5,641 37,240 5,641 12,875 7,095
own Manager dministrative Services egal Services inancial Administration bisbursement Operations lata Processing lisk Management information Technology furchasing levenue Operations sublic Information eentral Services C Replacement sublic Works Administration eleticle & Equipment Maint listidings & Grounds listidings & Grounds listidings Services listidings Servic	34,367 8,549 10,764 5,641 37,240 5,641 12,875 7,095 3,530								34,367 8,549 10,764 5,641 37,240 5,641 12,875 7,095
dministrative Services egal Services inancial Administration bisbursement Operations lata Processing lisk Management information Technology urchasing levenue Operations lublic Information entral Services C Replacement lublic Works Administration ehicle & Equipment Maint lublic Safety other Public Works lanitation & Waste Removal	34,367 8,549 10,764 5,641 37,240 5,641 12,875 7,095 3,530								8,549 10,764 5,641 37,240 5,641 12,875 7,095
egal Services inancial Administration bisbursement Operations lata Processing lisk Management information Technology furchasing levenue Operations sublic Information fentral Services C Replacement fublic Works Administration fehicle & Equipment Maint fublic Safety other Public Works fanitation & Waste Removal	8,549 10,764 5,641 37,240 5,641 12,875 7,095 3,530								10,764 5,641 37,240 5,641 12,875 7,095
inancial Administration bisbursement Operations bata Processing bisk Management information Technology burchasing bevenue Operations bublic Information bentral Services C Replacement bublic Works Administration behicle & Equipment Maint buildings & Grounds budit bublic Safety bublic Safety bublic Safety bublic Works butter Public Works butter Public Works butter Public Works butter Safety butter Public Works butter Safety butter Safety butter Public Works butter Safety butter Removal	10,764 5,641 37,240 5,641 12,875 7,095 3,530								5,641 37,240 5,641 12,875 7,095
pisbursement Operations lata Processing lisk Management information Technology lurchasing levenue Operations lublic Information lentral Services C Replacement lublic Works Administration lenticle & Equipment Maint lentilings & Grounds ludit lublic Safety Other Public Works lanitation & Waste Removal	5,641 37,240 5,641 12,875 7,095 3,530								37,240 5,641 12,875 7,095
lata Processing lisk Management information Technology lurchasing levenue Operations lublic Information lentral Services C Replacement lublic Works Administration lentral & Equipment Maint leulidings & Grounds ludit lublic Safety Other Public Works lanitation & Waste Removal	5,641 12,875 7,095 3,530			Wash					5,641 12,875 7,095
nformation Technology rurchasing revenue Operations rublic Information rentral Services C Replacement rublic Works Administration renicle & Equipment Maint rublics & Grounds rublic Safety other Public Works ranitation & Waste Removal	5,641 12,875 7,095 3,530			Was					5,641 12,875 7,095
rurchasing revenue Operations rublic Information rentral Services C Replacement rublic Works Administration rehicle & Equipment Maint rublics & Grounds rublic Safety other Public Works ranitation & Waste Removal	5,641 12,875 7,095 3,530								5,641 12,875 7,095
devenue Operations Sublic Information Sentral Services C Replacement Sublic Works Administration Sehicle & Equipment Maint Suildings & Grounds Sublic Safety Other Public Works Sanitation & Waste Removal	12,875 7,095 3,530								12,875 7,095
sublic Information Sentral Services C Replacement Sublic Works Administration Sehicle & Equipment Maint Suildings & Grounds Sublic Safety Other Public Works Stanitation & Waste Removal	7,095 3,530 128,471			e e e e e e e e e e e e e e e e e e e					7,095
tentral Services C Replacement Public Works Administration Pehicle & Equipment Maint Public Works Grounds Public Safety Other Public Works Panitation & Waste Removal	128,471	e de la companya de l		e e e e e e e e e e e e e e e e e e e					
C Replacement Public Works Administration Pehicle & Equipment Maint Public & Grounds Public Safety Other Public Works Panitation & Waste Removal	128,471	· · · · · · · · · · · · · · · · · · ·							0,000
Public Works Administration Vehicle & Equipment Maint. Suildings & Grounds Sudit Public Safety Other Public Works Stanitation & Waste Removal									
ehicle & Equipment Maint. duildings & Grounds duildings & Grounds dublic Safety Other Public Works danitation & Waste Removal		e e e e e e e e e e e e e e e e e e e		e see					
uildings & Grounds Judit Public Safety Other Public Works Janitation & Waste Removal				*					
udit rublic Safety Other Public Works ranitation & Waste Removal									
bublic Safety Other Public Works Sanitation & Waste Removal		3 -							
Other Public Works Canitation & Waste Removal									128,471
anitation & Waste Removal		1.7							
lealth & Welfare					*********				40.000
arks Recreation & Cultural	42,362				4 4.				42,362 16,543
Community Development	16,543			11.000					10,543
Vater & Sewer Fund					2.25.98				
				2				and the Second	
					F				
					1 275 N				
	1.74								
				and the first					
General Government/Other	24,781			100.00%		1	·		24,78 346.09

Costs To Be Allocated - Function: Purchasing

Expenditure Per Annual Financial Report	\$	127,139
		:
		,
ADDITIONS		J
Total Allocations From Central Service Functions	159,346	
Use Charge		
Total Additions	\$	159,346
OUDTD LOTIONS		7
SUBTRACTIONS		_
		•
Reimbursement		
	•	
Total Subtractions	\$	
TOTAL COSTS TO BE ALLOCATED	\$	286,485
TOTAL COSTS TO BE ALLOCATED	*	
Basis Used For Allocating Cost: # Of Purchase Orders Issued		

CENTRAL SERVICES COST ALLOCATION PLAN Costs for Fiscal Year Ended June 30, 2010

	Direct		Ind	irect Alloca	tion		Reim-		
	Allocation	Alloca	tion		Am	ount	bursmen	t 7	otal
Department or Function	\$	Uni		Percent		\$	\$		\$
Building Depreciation	· · · · · · · · · · · · · · · · · · ·				•				
Equipment Depreciation									
Town Manager			3	0.28%		682			682
Administrative Services			19	1.77%		4,310			4,310
_egal Services			8	0.75%		1,826			1,826
Financial Administration			3	0.28%		682			682
Disbursement Operations			16	1.49%		3,628			3,628
Data Processing			6	0.56%		1,364			1,364
Risk Management			2	0.19%		463			463
nformation Technology			18	1.68%		4,091			4,091
Purchasing			4	0.37%		901			901
Revenue Operations			21	1.96%		4,773			4,773
			15	1.40%		3,409			3,409
Public Information			5	0.47%		1,145			1,145
Central Services			٠	0.41,70		.,			•••
C Replacement			26	2.43%		5,917			5,917
Public Works Administration			129	12.04%		29,319	e :		29,319
Vehicle & Equipment Maint.			120	11.20%		27,273			27,273
Buildings & Grounds			120	11.2070		21,210			
Audit			114	10.64%		25,910			25,910
Public Safety			* . * . *			32,509			32,509
Other Public Works			143	13.35%		6,137			6,137
Sanitation & Waste Removal			27	2.52%		0,137			0,101
Health & Welfare			65.	00 700/		57,761			57,761
Parks Recreation & Cultural			254	23.72%			1777		2,727
Community Development			12	1.12%		2,727			42,973
Water & Sewer Fund	42,973	24.9		*****					72,570
				411.2					
					1.3			8-48-6-5-6-5	

Costs To Be Allocated - Function: Revenue Operations

	Expenditure Per Annual Financial Report	\$	303,935
		'	
	APPINAL		1
T-4-1 All //	ADDITIONS Control Songico Experience	194,551	j
	m Central Service Functions	154,551	
Use Charge			
	Total Additions	\$	194,551
			-
	CURTRACTIONS		1
	SUBTRACTIONS		J
Reimbursement			
	Total Subtractions	\$	
		œ.	498,480
	TOTAL COSTS TO BE ALLOCATED	\$	430,460
į			
	Basis Used For Allocating Cost: Work Effort		

Allocation Of Costs - Function: Revenue Operations

		Direct		Indirect Alloc	ation	Reim-	
		Allocation	Allocation		Amount	bursment	Total
	nt or Function	\$	Units	Percent	\$	\$	\$
Building Depre	eciation						
Equipment De Fown Manage	preciation						
rown ivianage Administrative	Sanvinas						
egal Services							
inancial Adm							
Disbursement							
Data Processii	ng						
Risk Managen	nent						
nformation Te	chnology						
Purchasing							
Revenue Oper							
Public Informa Central Servic							
C Replacem							
	Administration						
/ehicle & Equi					and the second second		
Buildings & Gr							
Audit							
Public Safety							
Other Public V	Vorks						
	/aste Removal						
Health & Welfa	are						
Parks Recreat	ion & Cultural						x x x
Community De Nater & Sewe	r Fund	74,823					74,823
valer & Sewe	ı ı unu	14,020	A 1 (1981)	4 V118 V			and the contract
					·		
					the second of the second of		
	***					4 * * * * * *	
					* * * * * * * * * * * * * * * * * * *		
						\$ 100	
Conoral Caus	rnment/Other	423,663		100.00%			423,663
General Gove Totals	mmemvotner	498,486	T	100.00%		T	498,486

Costs To Be Allocated - Function: Public Information

	Expenditure Per Annual Financial Report	\$	165,602
	ADDITIONS	70.440]
Total Allocations F Use Charge	rom Central Service Functions	78,418	
	Total Additions	\$	78,418
	SUBTRACTIONS]
Reimbursement			
	Total Subtractions	\$	
	TOTAL COSTS TO BE ALLOCATED	\$	244,020
	Basis Used For Allocating Cost: # Of Employees	 	

CENTRAL SERVICES COST ALLOCATION PLAN Costs for Fiscal Year Ended June 30, 2010

Allocation Of Costs - Function: Public Information

	Direct	In	ndirect Alloca	tion	Reim-	
	Allocation	Allocation		Amount	bursment	Total
Department or Function	\$	Units	Percent	\$	\$	\$
Building Depreciation		· · · · · · · · · · · · · · · · · · ·				
Equipment Depreciation						0.000
Town Manager		1.50	0.86%	2,099		2,099
Administrative Services		2.00	1.14%	2,782		2,782
Legal Services		0.50	0.29%	708		708
Financial Administration		3.00	1.71%	4,173		4,173
Disbursement Operations		1.63	0.93%	2,269		2,269
Data Processing						4
Risk Management						0.700
Information Technology		2.00	1.14%	2,782		2,782
Purchasing		1.63	0.93%	2,269		2,269
Revenue Operations		1.00	0.57%	1,391		1,391
Public Information		3.50	2.00%	4,880		4,880
Central Services		1.00	0.57%	1,391		1,391
P C Replacement						
Public Works Administration		6.50	3.71%	9,053		9,053
Vehicle & Equipment Maint.		9.00	5.14%	12,543		12,543
Buildings & Grounds		8.00	4.57%	11,152		11,152
Audit						
Public Safety		52.00	29.71%	72,498		72,498
Other Public Works		17.00	9.71%	23,694		23,694
Sanitation & Waste Removal		14.00	8.00%	19,522		19,522
Health & Welfare						
Parks Recreation & Cultural		20.75	11.86%	28,941		28,941
Community Development		7.00	4.00%	9,761		9,761
Water & Sewer Fund		20.50	11.71%	28,575		28,575

 General Government/Other
 2.50
 1.45%
 3,537
 3,537

 Totals
 1/5.00
 100.00%
 244,020
 244,020

Costs To Be Allocated - Function: Central Services

	Expenditure Per Annual Financial Report	\$	147,537
Total Allocations Fr	ADDITIONS rom Central Service Functions	 64,091]
Use Charge	om dentral dervice i anotiche		
	Total Additions	\$	64,091
	Total Additions		<u> </u>
	SUBTRACTIONS]
Reimbursement			
	Total Subtractions	\$	
	TOTAL COSTS TO BE ALLOCATED	\$	211,628
Rasi	s Used For Allocating Cost: Work Effort & # Empolyees	 	

CENTRAL SERVICES COST ALLOCATION PLAN
Costs for Fiscal Year Ended June 30, 2010

Allocation Of Costs - Function: Central Services

	Direct	11	ndirect Allocat	ion	Reim-	
	Allocation	Allocation		Amount	bursment	Total
Department or Function	\$	Units	Percent	\$	\$	\$
Building Depreciation						
Equipment Depreciation						4 800
Town Manager		1.500	0.97%	1,232		1,232
Administrative Services		2.000	1.29%	1,638		1,638
Legal Services		0.500	0.32%	406		406
Financial Administration		3.000	1.94%	2,463		2,463
Disbursement Operations		1.625	1.05%	1,333		1,333
Data Processing						
Risk Management						4.000
Information Technology		2.000	1.29%	1,638		1,638
Purchasing		1.625	1.05%	1,333		1,333
Revenue Operations		1.000	0.65%	825		825
Public Information		3.500	2.27%	2,882		2,882
Central Services		1.000	0.65%	825		825
P C Replacement						
Public Works Administration		6.500	4.21%	5,346		5,346
Vehicle & Equipment Maint.		9.000	5.83%	7,403		7,403
Buildings & Grounds		8.000	5.18%	6,577		6,577
Audit						
Public Safety		52.000	33.66%	42,740		42,740
Other Public Works		17.000	11.00%	13,967	and the second second	13,967
Sanitation & Waste Removal		14.000	9.06%	11,504		11,504
Health & Welfare						222
Parks Recreation & Cultural		20.750	13.43%	17,053		17,053
Community Development		7.000	4.53%	5,752	200000	5,752
Water & Sewer Fund	84,651					84,651
Traici di Oction i dina	., =, = = -					

Costs To Be Allocated - Function: P C Replacement

E	xpenditure Per Annual Financial Report	\$	77,851
	ADDITIONS		
Tatal Allagations From	Central Service Functions		473
Use Charge	Certifal Service Functions		!
Osc Onlarge			
•			
	Total Additions	\$	473
	•		
	SUBTRACTIONS		
5			
Reimbursement			
t I			
	Total Subtractions	\$	
	TOTAL COSTS TO BE ALLOCATED	\$	78,324
	TOTAL COSTS TO BE ALLOOKTED	•	
Pas	sis Used For Allocating Cost: Actual Purchases		

CENTRAL SERVICES COST ALLOCATION PLAN Costs for Fiscal Year Ended June 30, 2010

Allocation Of Costs - Function: P C Replacement

	Direct		ndirect Alloca	tion	Reim-	
	Allocation	Allocation		Amount	bursment \$	Total \$
Department or Function	\$	Units	Percent	\$	φ	Ι Ψ
Building Depreciation Equipment Depreciation						
Town Manager						
Administrative Services						
Legal Services						0.004
Financial Administration	2,984					2,984
Disbursement Operations						
Data Processing Risk Management						
Information Technology				Note and the second sec		
Purchasing						
Revenue Operations						and the second
Public Information						
Central Services						
P C Replacement Public Works Administration						
Vehicle & Equipment Maint.						
Buildings & Grounds						
Audit						
Public Safety						energy to the second
Other Public Works	B	5.333		19174		and the second
Sanitation & Waste Removal Health & Welfare						
Parks Recreation & Cultural						
Community Development					v e sanctore e a c	
Water & Sewer Fund	1,989	20000				1,989
1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -						Appropriate to the second
and the second s						a ye
and the second second	e de esta	. 45				,
Section 1995						
was a second of the second of						

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e de la companya de la companya de la companya de la companya de la companya de la companya de la companya de						
e e e e e e e e e e e e e e e e e e e						
· · · · · · · · · · · · · · · · · · ·						
General Government/Other	73,350		100.00%	1		73,351
Totals	78,323		100.00%	1		78,324

CENTRAL SERVICES COST ALLOCATION PLAN Costs for Fiscal Year Ended June 30, 2010

Costs To Be Allocated - Function: Public Works Administration

Expenditure Per Annual Financial Report	\$	588,908
ADDITIONS		1 1
Total Allocations From Central Service Functions	696,638	
Use Charge	·	
Use charge		
·		,
· ·		
	\$	696,638
Total Additions	Ψ	000,000
SUBTRACTIONS]
Reimbursement		
Total Subtractions	\$	
Total Sabilasions		
TOTAL COSTS TO BE ALLOCATED	\$	1,285,546
Basis Used For Allocating Cost: Estimated Effort & Employees Supervised		

Allocation Of Costs - Function: Public Works Administration

		Direct		Indirect Alloc		Reim-	1
		Allocation	Allocation		Amount	bursment	Total
Department or	Function	\$	Units	Percent	\$	\$	\$
Building Depreciation	on						
Equipment Depreci	ation						
Town Manager							
Administrative Serv	vices						
egal Services							
Financial Administr							
Disbursement Oper	rations						
Data Processing					4.00		
Risk Management							
nformation Techno	ology						
Purchasing							
Revenue Operation	is						
Public Information							
Central Services							
C Replacement							89,9
Public Works Admi		89,988					128,5
/ehicle & Equipme	nt Maint.	128,555					115,6
Buildings & Ground	IS	115,699					1 1010
Audit							
Public Safety		044.054					244,2
Other Public Works		244,254					192,8
Sanitation & Waste	Removal	192,832					
lealth & Welfare	i u a						
Parks Recreation 8	Cultural						
Community Develo	pment	E14 010	and the second				514,2
Nater & Sewer Fur	na	514,218	anala may ne sana		Committee of the Commit		9.1.19

			serve a contract of	E	properties and the properties	12.274.3	
		1.00					3 3 4 4 4
				. 48.511			
	•						
General Governme	ent/Other			100 <u>.00%</u>			
		1,285,546	T	100.00%			1,285,5

CENTRAL SERVICES COST ALLOCATION PLAN
Costs for Fiscal Year Ended June 30, 2010

Costs To Be Allocated - Function: Vehicle & Equipment Maint.

	Expenditure Per Annual Financial Report	\$	1,139,400
			:
	ADDITIONS		1
Total Allegations Fro	MDDITIONS om Central Service Functions	321,423	.] }
Use Charge	MI Central Service Lunctions	52., ,==	
oo ona.go			
	Total Additions	\$	321,423
	SUBTRACTIONS		7
	ood not one		_
Reimbursement			
, camparooment			
	Total Subtractions	\$	
	TOTAL COSTS TO DE ALLOCATED	\$	1,460,823
	TOTAL COSTS TO BE ALLOCATED	Ψ	1,700,020
Pasi	s Used For Allocating Cost: # Vehicles & Equipment		

CENTRAL SERVICES COST ALLOCATION PLAN Costs for Fiscal Year Ended June 30, 2010

Allocation Of Costs - Function: Vehicle & Equipment Maint.

Department or Function uilding Depreciation quipment Depreciation town Manager	Direct Allocation \$	Allocat		irect Alloca					
uilding Depreciation quipment Depreciation own Manager				D	Ai	mount	bursment	١	Total \$
quipment Depreciation own Manager	Ψ	Unit	s	Percent	<u></u>	\$	Ψ		Ψ
own Manager									
own Manager			1	0.80%		11,687			11,68
dministrative Services			'	0.0070		,00.			
egal Services									
nancial Administration									
isbursement Operations									
ata Processing									
isk Management									
formation Technology									
urchasing									
evenue Operations		. 44.							
ublic Information									
entral Services									
C Replacement			4	3.20%		46,746			46,74
ublic Works Administration ehicle & Equipment Maint.			3	2.40%		35,060			35,06
enicie & Equipment Maint. uildings & Grounds			8	6.40%		93,493			93,49
ulidings & Grounds udit									
ublic Safety			26	20.80%		303,851			303,85
ther Public Works			37	29.60%		432,404			432,40
anitation & Waste Removal			6	4.80%		70,120			70,12
ealth & Welfare			. 2			000 045			222,04
arks Recreation & Cultural			19	15.20%		222,045			35,06
ommunity Development			3	2.40%		35,060 210,359			210,35
later & Sewer Fund			18	14.40%		210,339			210,00
							2.10		1.50
				141-					
			Section 2011						
				4.4.4					
							**		
				e.					
						v *			
Seneral Government/Other			125	100.00%		(2) 1,460,823			1,460,82

Costs To Be Allocated - Function: Buildings & Grounds

Expenditure Per Annual Financial Report	\$	909,645
	·	
ADDITIONS		l
Total Allocations From Central Service Functions	373,579	
Use Charge	4.4,4. 4	
Total Additions	\$	373,579
Total Additions	* 1	0.0,0.0
AUDID LOTIONS		I
SUBTRACTIONS		
Reimbursement		
-		
	•	
Total Subtractions	\$	
TOTAL COSTS TO BE ALLOCATED	\$	1,283,224
Basis Used For Allocating Cost: Square Feet Occupied		

CENTRAL SERVICES COST ALLOCATION PLAN Costs for Fiscal Year Ended June 30, 2010

Allocation Of Costs - Function: Buildings & Grounds

·		Direct		Inc	lirect Alloc	ation		Reim-		
		Allocation	Allocat	tion			nount	bursment		Total
	t or Function	\$	Unit	s	Percent		\$	\$		\$
uilding Depre	ciation									
quipment Dep				507	C 700/		05.076			85,97
own Manager				507 355	6.70% 4.69%		85,976 60,183			60,18
dministrative : egal Services	Services			300	4.09%		00,103			00,10
egai Services inancial Admii	nietration		1	830	24.18%		310,284			310,28
Disbursement (000	24.1070		010,201			0.0,20
Data Processin										
Risk Managem										
nformation Tec				320	4.23%		54,280			54,28
Purchasing				298	3.94%		50,559			50,55
Revenue Opera			* .		4 4 487		04.005	1. 14. 14. 15.		04.00
Public Informati				147	1.94%		24,895		3.27	24,89
Central Service										
P C Replaceme Public Works A				427	18.86%		242,016			242,01
/ehicle & Equip				741	10.0070		- 12,019			,5 ,
Buildings & Gro	ounds									
Audit										
Public Safety				223	2.95%		37,855			37,85
Other Public W								2487		
Sanitation & Wa										
lealth & Welfa										
Parks Recreation				175	15.53%		199,285			199,28
Community Dev Vater & Sewer	Velopment		١,	175	13.3376		199,200			100,20
valer & Sewer	rujiu									
								- "		
						* ** *			. + 4+3 - +	
							344-453			
								1 to 1 to 2		
								32.0		
	•									
				000	40.000/		047.004			247.00
	nment/Other		1,	,286	16 <u>.98%</u>		217,891	-		211,08

100.00%

Totals

Costs To Be Allocated - Function: Audit

Ex	penditure Per Annual Financial Report	\$	
	ADDITIONS		
Total Allegations From C	Central Service Functions		
Use Charge	Jenilal Service Functions		
From Financial Admin		48	3,660
	Total Additions	\$	48,660
	SUBTRACTIONS		
	SUBTRACTIONS		
Reimbursement			
	Total Subtractions	\$	
	lorar annuactions	•	
	TOTAL COSTS TO BE ALLOCATED	\$	48,660
David Hood F	or Allocating Cost: # Of Checks Ap & Payroll And Pos	3	

Allocation Of Costs - Function: Audit

	Direct		Indi	rect Allocat	tion		Reim-		
	Allocation	Allocation				ount	bursment	-	Total
Department or Function	\$	Units		Percent	<u> </u>	\$	\$	<u> </u>	\$
Building Depreciation									
quipment Depreciation			0.7	0.500/		242			24
own Manager			87	0.50%		243 832			83
Administrative Services			96 15	1.71% 0.67%		326			32
egal Services inancial Administration			08	0.62%		302	•		30
Disbursement Operations			98	1.15%		560			56
Data Processing			29	0.17%		83			8
Risk Management			61	0.35%		170			17
nformation Technology			63	0.94%		457			45
Purchasing			86	0.50%		243			24
Revenue Operations			21	1.28%		623			62
Public Information			02	0.59%		287			28 25
Central Services			90	0.52%		253			25
PC Replacement Public Works Administration			33	2.50%		1,217			1,21
/ehicle & Equipment Maint.		1,5		9.11%		4,433			4,43
Buildings & Grounds		1,0	98	6.35%		3,090			3,09
Audit									
Public Safety		2,1		12.55%		6,107			6,10
Other Public Works		1,2		7.03%		3,421			3,42
Sanitation & Waste Removal			45	3.73%		1,815			1,81
lealth & Welfare		2.4	70	20.11%	10.00	9,786			9,78
Parks Recreation & Cultural		3,4	94	1.70%		827			82
Community Development Vater & Sewer Fund		1,8		10.96%		5,333			5,33
valer & Sewer Fund			,55	10.5070		0,000	e de la companya de la companya de la companya de la companya de la companya de la companya de la companya de		71.7.7

							. 6 1241		
						54.4			
Control of the Contro								* **	
							****	4	
			204			0.050			0 0
Seneral Government/Other		2,9	/ 31	16.96% 100.00%		8,252			8,25

TOWN OF VIENNA TOWN COUNCIL WORKSESSION ITEM September 19, 2011 8:00 PM

ITEM NO.

4

Print

Water and Sewer Valuation Study: Final Report

BACKGROUND SUMMARY:

GHD was retained by Council last year to evaluate the Town's water and sewer system in regards to infrastructure condition and overall value for potential acquisition by another entity.

At a previous work session, a draft report and its findings were discussed with Council. The final report will be presented to Council at the Sepember 19th work session.

OVERVIEW:

The valuation study's executive summary is attached and provides an excellent overview of the findings in regard to methodology, assets, condition, value, and future rates.

The consultants will be at the work session to present the final report and discuss the finding with Council.

SUMMARY/STAFF IMPRESSIONS:

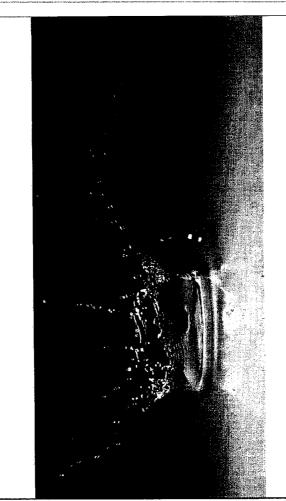
The valuation study provides much useful information for both immediate and longer term issues and decisions.

DOCUMENTS ATTACHED:

1. D STH-KM421-F11091513470.pdf

RECOMMENDATION:

N/A





Water and Sanitary Sewer Systems Valuation Study September 2011 FINAL REPORT





This Water and Sanitary Sewer Systems Valuation Study ("Report"):

- 1. has been prepared by GHD Inc ("GHD") for Town of Vienna, Virginia;
 - may only be used and relied on by Town of Vienna, Virginia;
- must not be copied to, used by, or relied on by any person other than Town of Vienna, Virginia without the prior written consent of GHD;
- may only be used for the purpose of the high level valuation of the water and sanitary sewer systems of the Town of Vienna, Virginia (and must not be used for any other purpose).

GHD and its servants, employees and officers otherwise expressly disclaim responsibility to any person other than the Town of Vienna, Virginia arising from or in connection with this Raport.

person ourse user one common some and in the conditions in relation to the sorvices provided by law, all implied warranties and conditions in relation to the sorvices provided by GHD and the Report are excluded unless they are expressly stated to apply in this Report.

The services undertaken by GHD in connection with preparing this Report:

- were limited to those specifically detailed in section 1 of this Report;
- included field visits for visual inspections for two days of non-buried major assets;

The opinions, conclusions and any recommendations in this Report ("Assumptions"), including (but not limited to):

the assumptions as stated in section 1 of this Report.

GHD expressly disclaims responsibility for any error in, or omission from, this Report arising from or in comrection with any of the Assumptions being incorrect.

GHD has prepared this Report on the basis of information provided by Town of Vienna, Virginia, and United States Department of Agricultura which GHD has not independently verified or checked ("Unverified Information") beyond the agreed scope of work.

GHO expressly disclaims responsibility in connection with the Unverified Information, including (but not limited to) errors in, or omissions from, the Report, which were caused or contributed to by errors in, or omissions from, the Unverified Information.

If Town of Vienna, Virginia wishes to provide this Report to a third party recipient to use and rely upon, then GHD's prior written consent will be required. Before this Report is released to the third party recipient, the third party recipient will be required to execute a GHD prepared deed poll under which the recipient agrees.

- to advanwhedge that the basis on which this Report may be relied upon is consistent with
 the principles in this section of the Report; and
- to the maximum extent permitted by law, GHD shall not have, and the recipient forever releases GHD from, any liability to the recipient for loss or damage howsoever in connection with, assing from or in respect of this Report whether such liability arises in contact, tort in-cludion perfusions.

Subject to the paragraphs in this section of the Report, the opinions, conclusions and any recommendations in this Report are based on conditions encountered and information reviewed at the time of preparation and may be refied on until June 30, 2013, after which time. GHD expressly discialints responsibility for any error in, or omission from, this Report arising from or in connection with those opinions, conclusions and any recommendations.



Executive Summary

Background

The Town of Vienna has requested that the following be performed for the Town's water and sanitary sewer system's facilities and infrastructure:

- An assessment of the current condition and remaining useful life of the Town's water and sanitary sewer system's facilities and infrastructure (the System),
- Identification of pertinent valuation methodologies,
- Calculation of valuations utilizing pertinent valuation methodologies, such as Depreciated Original Costs, Stream of Earnings, and Replacement Value,
- Determine option feasibility and comparative recommendations.

Methodology

The methodologies employed focused on the two major tasks requested – 1) an asset condition and remaining useful life (Condition) study and 2) a valuation (Valuation) study. The approach taken for each is rebraited below:

Condition Methodology

The methodology for determining asset condition and remaining useful life consisted of the following steps:

- Utilizing GIS maps and asset tables we identified all of the assets in the system,
- Break histories and repairs were analyzed to determine asset condition using a 1 to 5 scale for each
 pipe segment and for each major above ground asset,
- Above ground assets were visually inspected,
- Utilizing information regarding materials of construction, asset condition scores and our knowledge
 of similar assets in the immediate area we developed life and capital cost estimates for a 20 year
 outled.

Valuation Methodology

The methodology for the Valuation study consisted of identifying the pertinent valuation methodologies and applying them to the Town's system. These included original cost less depreciation (OCLD) referred to in the RFP as "book valua", in place replacement cost (RC) as an initial step to arrive at the next valuation — replacement cost less depreciation (RCLD). Because the valuation is being performed in contemplation of a potential sale, we also performed steam of cash flow calculations (income-based) for potential buyers and, to arrive at a "hundle value" (i.e., the minimum sale amount required by the Town to break even), did a form of Net income calculation for the Town. Because there is an investor owned utility (IOU) in the area, we also added a Rate Base calculation.

We identified OCLD by starting with balance sheet net asset value (NAV) for 2010 and adjusting forward to 2011. We also inquired as to how much of the NAV consisted of donated assets.

Town of Vienna Water and Sanitary Sewer Systems Valuation

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- We calculated Rate Base by adjusting OCLD for working capital at 45 days of estimated FY 2011
- Utilized the detailed asset listing developed by the Condition study based on the Town's GIS and
 applied RS Means based cost models to arrive at a replacement cost (RC), in place. The resulting
 value was then adjusted for donated assets.
- RCLD was calculated by starting with adjusted replacement cost and in a stepwise fashion annually
 deducting a proportion of accumulated depreciation for the life of the asset.

To perform a net income calculation for the Town of Vienna we performed the following:

- Identified the amount of the indirect cost transfer from the System to the Town's General Fund. This
 is the amount that the Town would lose if it sold the System,
- Identified the number of hours that the System donated to the Town by providing services to such departments as Parks and Recreation.
 - Estimated the value of water used by the Town (for which it currently does not pay),
- Adjusted the values for transfers from the Town's General Fund back to the utility from the Capital Fund and for annual utility losses (i.e. the difference between revenue and expenses),
- Determined the Town's weighted average cost of capital based on the cost of debt and the five-year
 average yield from Virginia's Local Government Investment Pool as an equivalent to equity,
 - Discounted the resulting range of values by the calculated cost of capital for the Town.

To perform a net income calculation for a potential purchaser we performed the following:

- Requested policy guidance from the Town to determine if they would require that a potential
 purchaser to hire existing Town System employees (an approach commonly taken in municipal utility
 sales and contract operations arrangements),
- Calculated annual operations and maintenance costs and capital improvement costs that a buyer
 would incur over the next 20 years,
- Applied investor owned utility (IOU) equivalent cost of capital through a review of cases heard by the Virginia State Corporation Commission (for a sale to an IOU),
- Applied traditional discounted cash flow analysis technique to determine the rate increases necessary for an IOU to break even on a system purchase at OCLD.

Findings - Condition

The Town's assets consist of the following:

- 131 miles of water distribution piping,
- About 2,000 water valves,
- About 850 fire hydrants,
- 84 miles of sewer system piping,
- About 2,000 manholes,

Town of Vienna Water and Sanltary Sewer Systems Valuation

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Vehicles and office supplies.

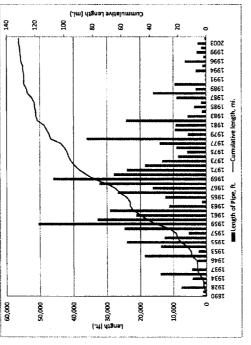


Figure E-1: Water distribution system installation per year for Town of Vienna, VA

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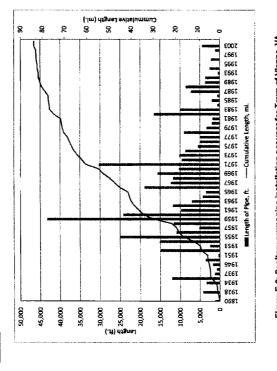


Figure E-2: Sanitary sewer pipe installation per year for Town of Vienna, VA

Table E-1: Water storage tanks and water booster pump station assets

System	Asset Group	Asset	Volume (gal)	Power (HP)	Flow Rate (gpm)	₽€	Install Date
Nutley Street	Tank	Tank	200,000	ı	•		1964
System	Booster Pumps	Pumps 1, 2		N/A	235	93	2009
Frederick Street	Tank	Tank	250,000			1	1957
water Storage System	Booster Pumps	Pumps 1, 2		N/A	170	88	2009
Wall Street Water	Tank	Tank	1,000,000	,			,
Storage System	Booster	Pump 1		20	200	110	1997
	Pumps	Pumps 2, 3, 4	1	9	1,500	110	1997

The overall condition of the assets is good based on break history, investments in the system and expectations based on materials of construction in this area. The following summarizes the condition of the System assets:

'Total dynamic head measured in feet of water.

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- Facilities such as the storage tanks and the water booster stations have been inspected visually and appear in good condition. Only rehabilitation work on these assets is anticipated in the 20 year planning period.
 - Most of the water pipes are in good to fair condition with about 5 percent of the system
 demonstrating significant breaks over the last 5 years. Pipes currently in good to fair condition will
 move towards their replacement age over the next 20 years, due to the growth boom experienced
 after World War II and the manufacturing techniques of the pipes and materials used in this era.

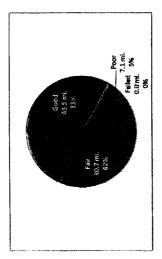


Figure E-3: Distribution of Town of Vienna's water mains per lengths in miles by condition

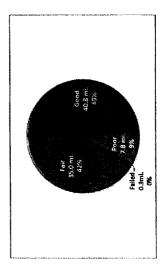


Figure E-4: Distribution of Town of Vienna's Sanitary Sewer Pipe per lengths in miles by condition Based on the condition and age of the assets the Capital Improvement costs for the next 20 years are presented in the following table.

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Table E-2: The 20-year Renewal Investment Outlook for Water and Sewer Systems (\$Thousands)

TOWN OF VIENNA, VA RENEWAL INVESTMENT OUTLOOK		2013	2014	2015	2016	2017	2018	2019	2020	Year 2012 2013 2014 2014 2015 2016 2017 2016 2019 2020 2021 2023 2023 2024 2025 2025 2023 2023 2039 2030	2022	2023	2024	2025	2026	2027	2028	2029		2031	TOTAL
Recommended Water Replacement	008\$	006\$	\$1,000	\$1,100	\$1,200	\$1,300	\$1.400	\$1,200 \$1,300 \$1,400 \$1,500 \$1,500	1,500	\$1,700 \$1,800 \$1,900	1,800	1,900	\$2,000 \$2,100 \$2,200	12,100		\$2,300	\$2,400	\$2,500	\$2,600	\$2,700	900 SE\$
Averaged Sewer Raplacement	\$425	4 25	27	\$425	# 425	\$425	\$ 425	\$425	\$425	\$425	\$425	\$425	\$425	\$425	\$425	\$425	\$425	\$425	27.55	\$425	\$8,600
Facilities Replacement	8	8	9	2	9	0	.	8	2	9	2	9	\$	2	\$0	#	9	8	3	\$	3
TOTAL REPLACEMENT	\$1,225	\$25,18	\$1,425	\$1,325 \$1,425 \$1,528	\$1,625	\$1,725	\$1,826	\$1,625 \$1,725 \$1,825 \$1,925 \$2,025	2,026	\$2,125	\$2,225	\$2,326	\$2,425 \$2,525	1,525	\$2,626	\$2,726	\$2,825	\$2,825 \$3,025	3,026	2, t2 82	25.58 25.58
Water Rehabilitation (Averaged)	\$370	\$370	\$370	\$370	\$370	2370	\$370	\$370	\$370	\$370	\$370	\$370	\$370	\$370	5370	\$370	\$370	\$370	\$370	\$370	\$7,400
Sewer Rehabilitation (Averaged)	\$135	\$136	\$135	\$135	\$135	\$135	\$135	\$135	\$135	\$135	\$135	\$135	\$135	\$135	\$135	\$135	\$135	\$135	\$135	\$135	\$2,700
Facility Retaibilitation	8	8	Ş	8	2	9	2	2	\$129	\$500	1,000	2	\$	8	몺	9	S	898	2	2	36974
TOTAL REMARLITATION	\$208	\$606	\$202	\$208	\$506	\$505	\$203	\$506	\$634	\$1,00	\$1,506	\$505	\$505	\$605	\$808	\$202	\$606	\$673	\$202	\$505	\$17.78
ANNUAL INVESTMENT	\$1,730	\$1,830	\$1,930	\$2,030	\$2,130	\$2,230	\$2,330	\$2,430	62,659	\$3,130	53,730	12,830	\$2,930	53,030	53,130	\$3,230	3,330	13,498	13,530	\$3,630	81,730 81,830 81,830 82,630 82,630 82,630 82,630 82,630 83,630 83,730 83,730 83,730 83,730 83,730 83,230 83,530 83

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Town of Vienna Water and Sanitary Sewer Systems Valuation



Findings - Valuation

- The indirect cost payment transferred from the System to the Town's General Fund was determined to range from \$800,000 to \$1,000,000.
- departments. Extrapolated to a full year, the System provided approximately ¾ of a full time For the last six months of 2010, the System donated 250 - 500 man hours to various Town employee (FTE) to other Departments.
- Based on experiences in other municipalities we estimate that the Town accounts for 1-3% of the System demand.
- Approximately 24.1% of the System's assets have been donated or contributed to the Town.
- Outside of contributions the Town has no assets that were acquired through grants or other forms of contribution.
- and, currently, there is a wide range of values between \$2 and \$20 per gallon per day of capacity. has a costing methodology that would determine the price in such a sale. The IMA is being update The Town has unused wastewater treatment capacity at Blue Plains and has received inquiries in the past regarding a possible purchase by other entities. The old Intermunicipal Agreement (IMA) The weighted average cost of debt for the water and sewer system is approximately 4,427%
- Motivated buyers are those likely to have access to low cost treated water, are contiguous or very close, and/or are able to leverage the countercyclical demands of water and sewer field work.

Conclusions - Condition

Overall, the System assets are in good condition, especially considering the overall asset age and investment. Other conclusions: The System should invest approximately \$2M per year for the near term (6 years) to rehabilitate or replace the assets that reach the end of their useful lives.

Conclusions - Valuation

- In order to break even, the Town would need to receive at least \$15.5 million for the System in a System. The Town might be able to negotiate a sale with the condition that it would continue to sale to make up for the loss of indirect cost payments, services and free water provided by the receive free water, but that should be expected to lower the price that the Town would receive.
- rates at their current level, the IOU would need to obtain treated water at a 33,5% reduction from the A sale to an IOU would likely result in a revenue increase for Town residents of 8.98%. To keep price the Town is currently paying.
- A municipal buyer would also have to be able to provide treated water at a lower cost than the Town is currently paying to maintain existing rates.
- complete, that value cannot be determined. Also, with the current depressed levels of usage it is not expected that motivated buyers exist at this time. If the Town negotiates a sale, it should try to avoid The Town has value in unneeded capacity at Blue Plains. Until the new IMA being negotiated is including excess capacity at Blue Plains unless it adds a substantial premium to the price.

Town of Vienna Water and Sanitary Sewer Systems Valuation

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Recommendations

We provide recommendations that vary with the motivation for considering a potential sale of the system:

- If the concern is that the System, after having been underfunded for many years, is prepared to cost
 more money and raise the already high rates, that does not appear to be a cause for concern. The
 Town and System should focus on maintaining a proper level of investment in the System and work on leveling out capital expenditures to eliminate rate spikes.
 - If the interest is due to the possibility that a neighboring utility would be willing to pay a premium to acquire the system, it does not appear to be likely unless the candidate buyer has access to extremely low cost water. As a guide to future actions by the Town, we have included a list of neighboring utilities as well as identifying the characteristics of utilities for which a sale would be most advantageous.
- If there is a concern about rates being high, there are other attentatives that the Town can pursue to remedy that situation review the system of rates, fees and charges to see if any services are being provided free or at less than cost, investigate selective contracting out, perform an efficiency study

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TOWN OF VIENNA TOWN COUNCIL WORKSESSION ITEM September 19, 2011 8:00 PM

ITEM NO. 5

Print
Water/Sewer CIP Study Follow-up

BACKGROUND SUMMARY:

Wiley/Wilson has provided the Town with a 5-year Capital Improvement Plan with their system inventory submission. Projects are prioritized based on their repair history, age and material.

OVERVIEW:

Wiley/Wilson performed an extensive reivew of the Town's records for all segments of water main, sewer main, manholes, water tanks & pump stations, and associated facilities to arrive at a logical plan for preventative maintenance following national guidelines.

SUMMARY/STAFF IMPRESSIONS:

If Town Council decides to provide funds, the priority list provided is a very good basis to begin repairs.

DOCUMENTS ATTACHED:

1. D Copy of Water Sewer proposed CIP 9-15-11.xls

RECOMMENDATION:

Accept the Wiley/Wilson submittal and fund the associated CIP.

			Funding	(\$000's)		
Capital Project	FY 2012*	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017- FY 2021
Water Main Replacement	385	1,000	1,000	1,000	1,000	5,000
Water Main Lining	0	75	75	75	75	375
Pipe Leak Detection & Condition Assessment Technology		25				100
Water Booster Pump Removal			10			
Water Storage Tank Maintenance		5	5	5	5	65
SCADA	75	75	75			
Security Upgrades			30	10	10	
Sanitary Sewer Replacement & Rehabilitation		100	100	100	100	500
Commercial Sewer FOG Study		30				
Total	460	1,310	1,295	1,190	1,190	6,040
Adjusted Total @ 3% Annual Inflation	460	1,350	1,375	1,300	1,340	7,430

^{*}Represents projects funded through unspent funds from previous bond issues.

Appendix C- Capital Improvem	ent Program (Proposed) year
Capital Project	Funding (\$000's)
Capital Project	FY 2012*
Water Main Replacement	385
	Ware Street SW - Pekay to Walker
	Courthouse Rd SW - Plum to Courthouse Circle
	St Romans pipe stem replacements
Water Main Lining	
	Glen Avenue SW - Courthouse to Wade Hampton
SCADA	75
	Wall Street tank & monitor software

Appendix C- Capital Improvement	
Capital Project	Funding (\$000's)
	FY 2013
Water Main Replacement	1,000
	Walker Street SW - Drake to Walker Circle
	Ware Street SW - Tapawingo to Kibler
	DeSale Street SW - Moore to Elmar
	Glyndon Street SE - Manville to Talahi
	Bowdoin Circle
Water Main Lining	75
	Orrin Street SE - Delano to Follin
	Scarab Street
	Westwood Terrace
Pipe Leak Detection & Condition	25
Assessment Technology	23
	Purchase equipment
Water Storage Tank Maintenance	5
	Painting
SCADA	75
	Outfit Frederick and Nutley tanks
Sanitary Sewer Replacement & Rehabilitation	100
	Maple Avenue East - Mill to Glyndon
	Maple Avenue West - Lawyers to Pleasant
	Maple Avenue West - Nutley to James Madisor
	FAIRWAY DR NE
	HOLMES DR NW
	MILL ST NE
Commercial Sewer FOG Study	30
	Consultant study to determine solutions

Appendix C- Capital Improvement	Program
Capital Project	Funding (\$000's) FY 2014
Water Main Replacement	1,000
	9500 Bk Broome Court
	9300 Bk Arabian Avenue
	1800 Bk Saint Roman Drive
	8800 Bk Higdon Drive⊡
	900 Bk Country Club Drive NE
	1700 Bk Burning Tree Lane
	100 & 200 Bk Windover Avenue NW
	2200 & 2200 Bk Loch Lomond Drive
	9600 Bk Podium Drive
Water Main Lining	75
	2100 Bk Statute Lane
	400 Victoria Court NW
	600 Upham Place NW
	9600 Bk Counsellor Drive
Water Booster Pump Removal	10
Water Storage Tank Maintenance	5
	Painting
SCADA	75
	Interconnect to Falls Church supply valves
Security Upgrades	30
	Fence & camera at Wall Street tank
Sanitary Sewer Replacement & Rehabilitation	100
	MAPLE AVE E
	FAIRWAY DR NE
	CHURCH STINE

Appendix C- Capital Improvement	Program
Capital Project	Funding (\$000's)
Capitar Froject	FY 2015
Water Main Replacement	1,000
	2000 Bk Cantata Court
	300 Bk John Marshall Drive NE
	600 Bk John Marshall Drive NE
	300 Bk Dominion Street NE
	100 Bk Sharon Lane NW
	300 Bk Branch Circle SE
	400 Bk Glyndon Street NE
	2500 Bk Rambling Road
	400 Bk West Street NW
	100 Bk Wade Hampton Drive SW
	500 Highland Street SW
Water Main Lining	75
	700 Bk Glyndon Street SE
	100 Bk Tapawingo Road SE
	700 Bk Plum Street SW
Water Storage Tank Maintenance	5
	Painting
Security Upgrades	10
	Camera at Nutley tank
Sanitary Sewer Replacement &	100
Rehabilitation	
	PLEASANT ST NW
	MAPLE AV W
	ROLAND ST SW
	PLUM ST SW

Appendix C- Capital Improvement Program				
Capital Project	Funding (\$000's)			
Capital 1 Toject	FY 2016			
Water Main Replacement	1,000			
	400 Bk Courthouse Road SW			
	500 Bk Stephen Circle SE			
	900 Bk Echols Street SE			
	200 Bk McHenry Street SE			
	100 Bk Yeonas Drive SE			
	600 Bk Truman Circle SW			
	8300 Bk Syracuse Circle			
	8300 Bk Carnegie Drive			
Water Main Lining	75			
	200 Bk Cedar Lane SW			
	1700 Bk Hicks Drive			
	9600 Bk Percussion Way			
	1800 Bk Prelude Drive			
Water Storage Tank Maintenance	5			
	Painting			
Security Upgrades	10			
	Camera at Frederick tank			
Sanitary Sewer Replacement & Rehabilitation	100			
	COTTAGE SW			
	LAWYERS NW			
	PARK ST NE			
	HOLMES DR NW			
				

Water Pipes

Priority	LF of Pipe	Replacement Cost	Cumulative Cost
1A	1,778	\$449,816	\$449,816
1B	0	\$0	\$449,816
2A	13,814	\$3,494,884	\$3,944,699
2B	81	\$20,593	\$3,965,292
3A	65,847	\$16,659,314	\$20,624,606
3B	1,366	\$345,631	\$20,970,236
4	1,276	\$322,783	\$21,293,019
5	609,736	\$154,263,287	\$175,556,307

Annual Analysis

Year	Annual Budget	Priority	Priority Cost
1	1 \$1,000,000	1A	449,816
.		2A	550,184
2	\$1,000,000	2A	1,000,000
3	\$1,000,000	2A	1,000,000
4	\$1,000,000	2A	944,699
		2B	20,593
		3A	34,708
5	\$1,000,000	3A	1,000,000

Sewer Pipes

	_	_	_	Т		
	Cumulative Cost**	\$386,119	\$750.738	\$3.018.240	\$43,182,736	
	Relining Cost	\$178,209	\$168,286	\$1,046,539	\$18,537,460	
224.	Replacement Cost	\$594,029	\$560,952	\$3,488,464	\$61,791,533	
	LF of Pipe	3,960	3,740	23,256	411,944	
	Priority	1	2	3	4	

**Cumulative Cost is calculated assuming half of the pipes will be replaced and half will be relined.

Annual Analysis

		,	
Year	Annual Budget	Priority	Priority Cost
1	\$100,000	1	100,000
2	\$100,000	1	100,000
3	\$100,000	1	100,000
4	\$100 000	1	86,119
	000,000	2	13,881
5	\$100,000	2	100,000

TOWN OF VIENNA TOWN COUNCIL WORKSESSION ITEM September 19, 2011

September 19, 201 8:00 PM

ITEM NO. 6

Print
Estimated Water and Sewer Rate Impacts

BACKGROUND SUMMARY:

Several issues in water and sewer operational costs have been coming into focus during the last several months to the extent that we've been able to estimate their potential impact on the Town's water and sewer rates.

OVERVIEW:

1. Increase in DCWater sewage treatment rates from \$1,890 to \$3,880 per million gallons. Required TOV sewer rate increase: 49 cents

2. Funding the estimated DCWater old unbilled sewage treatment charges:

Required TOV sewer rate increase: 10 cents

3. Equalizing In-Town and Out-of-Town water rates:

Require TOV water rate increase: 18 cents

4. Increasing the Water and Sewer Fund's liquidity from 9 to 25 percent:

Water rate increase - 11 cents Sewer rate increase: - 16 cents

SUMMARY/STAFF IMPRESSIONS:

The impact of these rate changes on the "average" residential quarterly bill would be an increase of \$19.76 or 10.4 percent. Actual recommended increases would depend of course on several factors such as changes in annual water usage, rate structure, and the timing of such recommendations.

DOCUMENTS ATTACHED:

No Attachments Available

RECOMMENDATION:

The "how much, if, and when" of these estimated rate changes will be addressed as part of mid-year adjustments, the FY 2012-2013 budget, and eventually Council's decisions on the future of the Town's water and sewer operations.

TOWN OF VIENNA TOWN COUNCIL WORKSESSION ITEM September 19, 2011

8:00 PM

ITEM NO.

Print Filling vacant Water/Sewer Division position

BACKGROUND SUMMARY:

After a program review, it is time to fill a vacant Sewer Division Maintenance Worker II position.

OVERVIEW:

The Public Works Department intentionally did not recruit one Maintenance Worker II position to allow time for the new Director and Town Manager to review workloads and work assignments. The review is complete and the position should be filled.

In addition, we are considering whether the Town should mark our water and sewer lines with a Town employee.

SUMMARY/STAFF IMPRESSIONS:

The Town spends approximately \$80,000 with a utility marking company to fulfill our obligations as a utility operator under the Virginia Underground Utilities Damage Prevention Act. We are performing a review to determine if it is possible to have a Town employee do this work and save the Town money plus give existing staff a higher level technical position to aspire to. There is a vacant part-time position that could be reallocated.

DOCUMENTS ATTACHED:

No Attachments Available

RECOMMENDATION:

We plan to begin recruitment for the Maintenance Worker II position immediately. We anticipate we will have finished our investigation of a utility marking position by December.

TOWN OF VIENNA TOWN COUNCIL WORKSESSION ITEM September 19, 2011 8:00 PM

ITEM NO. 8

Print
Position Reclassification Request

BACKGROUND SUMMARY:

The Public Works Department currently has two Civil Engineer positions. One of those is vacant as it was previously held by the new Director of Public Works, Dennis Johnson. As part of the new organizational plan of the department, it is being requested that this position be reclassified to Deputy Public Works Director.

OVERVIEW:

The Public Works Department is the largest Town department with a wide range of service delivery, construction management, transportation and environmental planning responsibilities. A deputy director would be able to focus on and be responsible for major program areas like solid waste and watershed management. A deputy would be authorized to act for the Director during emergencies. This can be achieved by reclassifying the vacant Civil Engineer position. If Council approves of this change, the Director of Administrative Services will work with the Public Works Director and the Archer Company to prepare the job description and have the new position reclassified onto the Town's pay plan. This would be the reclassification of an existing position and not the addition of staff.

Once the reclassification process has been completed, it will then be placed on a Town Council agenda for approval so that the pay plan can be amended. Once so authorized, the Town staff would then initiate the recruitment process to fill the position as Deputy Director of Public Works.

SUMMARY/STAFF IMPRESSIONS:

DOCUMENTS ATTACHED:

No Attachments Available

RECOMMENDATION:

Authorized the staff to proceed with the reclassification efforts and for it to be placed on a future Council Agenda for formal approval.

TOWN OF VIENNA TOWN COUNCIL WORKSESSION ITEM September 19, 2011 8:00 PM

ITEM NO. 9

Print Sewer Backup Insurance

BACKGROUND SUMMARY:

The Town of Vienna has through its insurance coverage with VML Insurance Programs a \$10,000 no fault policy. This is the policy that the Town uses in the event of sewer back-ups to provide assistance to parties affected by sewer backups. The claim is processed just like any other type of incident (i.e., auto accident) and is adjusted by VML. The no fault policies covers the costs of clean up and sanitizing efforts plus other related damages up to \$10,000.

OVERVIEW:

Current Town Activities

- a. The Town's safety manual contains the specifics of the Town's response to sewer backups. An excerpt of that section plus the related forms is attached.
- b.Once a year, a notice regarding the availability of sewer backup insurance is run in the Town newsletter.
- c. The same notice is also housed on the Town's website at http://www.viennava.gov/Town Departments/backup ins.htm. A guide to preventing sewer backups in also located on that same web page.
- d. Water bills sent in October, November and December of each year also contain a reminder to buy sewer backup insurance.
- e.Information on sewer backup prevention and insurance is contained on pages 34 and 35 of the Town's Newcomer Guide.http://www.viennava.gov/NewcomerInfo/NewcomersGuide.pdf

Sewer Backup Insurance

- a.All homeowners, renters and businesses can purchase sewer backup insurance. This is part of the application process and, per the State Insurance Commission, is standard business practice to offer.
- i.In the event the homeowner has sewer backup insurance, their policy would pay first as primary.
- ii. The homeowner's insurance company could then subrogate against the Town of Vienna/VML insurance for reimbursement of the claim's amount. Any payment made by VML on behalf of the Town would be for an amount up to \$10,000, the limit of our no fault policy. Homeowners policies are typically replacement cost (policyholder's option) while the Town's policy is depreciated value.
 - b.Coverage typically adds \$30-\$50 annually to the cost of the policy, depending upon the dollar level of coverage selected.
 - c.At renewal, a notice of the availability of sewer backup insurance is also provided to policy holders.
 - d.Also, Dominion Products and Services, Inc., a service of Dominion Virginia Power, offers its customers a number of home warranty services, including water line replacement and sewer line repair, for a monthly fee. For information, visit the Dominion Virginia

Chronic problem areas where grease, debris, roots, etc. have caused back-ups should be identified. These areas will be cleaned twice a year for the first year and if there are no further problems, they will be cleaned once the second year and return to the normal schedule the third year. Management and field supervisors should meet periodically to develop action plans to prevent recurring back-up problems.

- 2. Based on manpower, size of system and capability of equipment, establish an overall goal of cleaning the entire system within a certain time frame, such as, every 3, 4, or 5 years. A combination of mapping, color-coding, videotape, and documentation of complaints will be utilized to prioritize needs for preventative maintenance and future upgrades.
- 3. As with cleaning schedule, an inspection schedule should also be developed to insure that all parts of the system are inspected within an appropriate time frame.

B. Preparing to Respond

1. Designate one or more crews to pro-actively provide (1) routine inspections in accordance with established inspection schedule and (2) provide jetting, rodding and repairs, also in accordance with established schedule. Make sure that these crews have proper equipment and training with regard to their specific tasks.

C. Reducing Exposures

- 1. Twice each year, the Public Information Officer will include in the Town newsletter information on the availability of sewer backup insurance for homeowners. In addition, this information will be posted on the Town web site and updated as needed.
- 2. The Town will also make available to citizens the *Preventing Sewage Backups* brochure. This will be available as a handout as well as be included in the Town's welcome package for new citizens.

E. Containment

A. Receiving the Call

- 1. During normal working hours, all calls are to be routed to the Administrative Office of the Public Works Department. Gather all available facts/determine the following: location, name of caller, phone number, time, date, nature of problem, what has been done so far, what people or property are at risk, etc. Show sympathy but remain calm and professional.
- 2. If the event occurs during normal working hours, the Water and Sewer Supervisor is to be notified so he can immediately respond to the location. After hours, the emergency duty person is to be contacted to respond to the scene. The duty person will assess the scene and then contact the appropriate on-call team for further

assistance, if necessary. On normal work days, the Administrative Services office is also to be notified of the event. Otherwise, contact that office upon the start of the next regularly scheduled work day.

B. <u>Field Response</u>

- 1. All actions by the response team must be documented, showing the date, time and specific action taken during the initial response and subsequent follow-up visits. The team leader is responsible for completing the department's investigation report.
- 2. The initial response will vary greatly depending on the equipment available and the facts of the situation. Meet the caller/user and tell them what you will be inspecting (always be calm and professional). Prior to entering the property, the caller must sign the **Permission to Enter and Non-Waiver Defenses Agreement (SB-1).** One copy is for the caller and the other is to be returned to the Administrative Services Department. Show respect for the home and sympathy for the people. Inspect the back-up area and take steps to protect people and property that may be at immediate risk.
- 3. Take all necessary steps as required to determine the cause of the problem. Take photos or video to document the actual situation nature, extent, location and possible source/cause of the back-up; again, the exact steps will vary for each situation. Check the flow in manholes above and below the back-up location and document findings. Televise the main lines to find the problem. Record on videotape and report.
- 4. If the source of the problem is in the customer's lateral line, clearly explain what they need to do to repair the problem. Confirm to the users that **THEY** need to arrange for clean up and clearing of lateral lines out to the street or to the main as determined.
- 5. If it is determined that the sewer main is blocked, quickly arrange for the repair and/or correction of the problem. If possible, provide assistance and advice to the user with regard to clearing the lateral lines. **DO NOT ACCEPT RESPONSIBILITY FOR THE BACK-UP OR PROPERTY DAMAGE.** Explain that the Town's insurance provider will make final determination regarding responsibility for cost of repairs/clean-up.
- 6. If the main sewer line is blocked, the Town will provide basic cleanup services to the affected areas. The users are to be given the Sewer Backup Information Form (SB-2) that indicates the provision of these services does not in any way mean that the Town assumes responsibility for the event. The user must sign and return one copy of the letter that is then returned to the Administrative Services office. A copy of the sewer back-up information handout is also to be provided.
- 7. If during normal working hours, the supervisor or lead worker then contacts the Administrative Services Office which then makes arrangements for the cleaning services. If during other hours, the supervisor or lead worker directly contacts the

- cleaning services and notifies the Administrative Services office of the event on the morning of the next regular work day.
- 8. Inform users that no matter how diligent the Town is, a risk of back-ups always exists.
- 9. Record pertinent information on the work order. Submit a copy to the Public Works Administration Office as well as the Administrative Services Office. Also forward any other documents to the Administrative Services Office that relate to the resolution of the insurance claim against the Town. Complete the Investigation Report (SB-3) as well as the Overflow Report (SB-4).
- 10. In the event that the affected user wishes to file a claim against the Town, they are to be directed to the Administrative Services Office. That office will handle the claim and coordinate the submission of documents to the insurance provider.

7.9 APPLICABLE DOCUMENTS

- A. Permission to Enter Form (SB-1)
- B. Sewer Backup Information Form (SB-2)
- C. Investigation Report Form (SB-3)
- D. Overflow Report (SB-4)

PERMISSION TO ENTER PREMISES AND NON-WAIVER OF DEFENSES AGREEMENT

Town of Vienna

Administrative Services office 127 Center Street, South Vienna, VA 22180 703-255-6350 (voice) 202-521-9309 (fax)

Name of Person	
Requesting Service:	
Property	
Address:	
Telephone	
Number:	
Nature of	
Problem:	
Requesting Party's Interest	
(owner, tenant, other):	
Additional	
Information:	

I HEREBY ACKNOWLEDGE AND AGREE TO THE FOLLOWING:

- 1. I have requested the assistance of the Town of Vienna (Town) in correcting a problem with the sanitary sewer at the address listed above.
- 2. Any assistance provided by the Town is voluntary and shall not constitute an admission of responsibility for the problem or waiver of any defenses by the Town to any claims whatsoever.
- 3. Any assistance by the Town shall not obligate the Town to continue any assistance.
- 4. The Town expressly reserves any and all defenses to any and all claims of whatsoever nature.
- 5. I have read this agreement, understand its terms fully, and understand that it is binding on me.
- 6. I have received a copy of this agreement.

READ CAREFULLY BEFORE SIGNING	G!
Signature	
Date	

Preventing Sewage Backups



Important Answers To Your Questions from the Town of Vienna's Department of Public Works

• How could a sewage backup affect me?

An overflow in a wastewater line generally results from a stoppage in the line, which causes the wastewater to back up into nearby pipes and drains. Stoppages can occur not only in the main sewer lines outside your home, but also within your home or office plumbing system.

If the backup occurs in the Town maintained line, the wastewater will normally overflow out of the lowest possible opening, which is usually a manhole. However, in some homes, especially those with basements or where the lowest level is even with the sewer lines, the overflowing wastewater may exit through lower drains and toilets.

• What causes sewage backups?

In home and office plumbing systems, the main cause is accumulation of grease, hair, and other solid materials. Also, many items which are too large for wastewater pipes to handle (such as disposable diapers and sanitary napkins) are often flushed down toilets. All of these items can cause major backups in the Town's lines as well.

The greatest cause of wastewater stoppages within the Town's system is vandalism. Leaves, sticks, rocks, bricks, and trash have been found stuffed down manholes.

• What can I do to help?

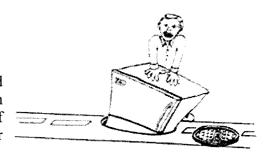
Call the Department of Public Works immediately if you notice any cases of vandalism to sewer lines or manholes. This way, the debris can be removed before it causes a backup.

Avoid putting grease down your garbage disposal or any household drain. Not only could it accumulate in Town lines, it could also build up in your own system and might eventually require the services of a plumber.

Never put disposable diapers or sanitary napkins down the toilet even if the labels indicate that you can do so. These were not meant to be disposed of in this manner and besides stopping up lines, could damage your plumbing system.

• Is there anything I can do to reduce the possibility of sewage backing up into my home?

If the lowest level of your home or office is above ground level, the chances are slim that you will ever have a problem with overflows from the Town's wastewater lines. However, if the lowest level is below ground level, there is a slightly higher possibility that you may one day be affected by a backup.



Normally, if a stoppage occurs in your neighborhood's main wastewater line, only the lowest level drains and toilets will be affected. A common point is floor drains located in basement areas.

One way to prevent sewage from backing up through these sources is to install a plug in the floor drains. A **plumber's test plug** can be used to close the drain when not in use. For further information on these items and other preventative measures, contact a plumber or your local plumbing supply dealer.

• What should I do if sewage backs up into my home?

Keeping in mind that ceramic plumbing fixtures such as toilets are fragile, quickly close all drain openings with stoppers or plugs. Tub, sink, and floor drains may need additional weight to keep them sealed. A string mop can be used to help plug toilets.

If you suspect the stoppage is in your home plumbing system, don't run any water down the drains until you or your plumber have cleared the cause.

If the backup appears to be in your neighborhood's main wastewater line, call the Department of Public Works immediately at the numbers listed on the other side.

A quick check with several nearby neighbors will help you determine if the blockage is widespread or if it is limited just to your home.

• What does the Town of Vienna do to prevent sewage backups?

The Town of Vienna makes every attempt to prevent backups in the public wastewater system before they occur. Sewer lines are specially designed to prevent accumulation and stoppages.

In addition, a maintenance crew is devoted to inspecting and cleaning wastewater lines throughout the Town. These lines are examined on a regular basis.

Degreasing chemicals are also injected into lines in areas that are prone to stoppages, such as those near restaurants, apartments or high density housing developments.

Even with the Town of Vienna's maintenance schedule, backups are often beyond the Town's control. Fortunately, they don't happen often. Very few are reported each year and most are confined to the sewage pipeline. Only on rare occasions has the wastewater actually backed up into a home.

Will my insurance cover any damage resulting from sewage backups?

In the majority of cases, a special rider is needed to your homeowner's or renter's insurance policy to cover damages related to sewage backups or water damage. This optional coverage is generally inexpensive. However, you must usually request it, as it is not automatically included in most policies. Customers who may be vulnerable to backups, such as those with lower levels below the ground, are especially advised to investigate this option.

Like the majority of municipalities around the country, the Town of Vienna cannot assume financial liability for damages resulting from sewage backups, since most stoppages are related to conditions that are beyond the Town's control. This is why it is important to verify that you are adequately insured

• Who should I call to report a sewage backup?

Emergency crews from the Town of Vienna are on call 24 hours a day to assist you. In an emergency such as a wastewater line backup, contact the department at:

703-255-6381 Monday – Friday, 8:00 am to 4:30 pm or Vienna Police 703-255-6366 After hours, weekends, and holidays

TOWN OF VIENNA
DEPARTMENT OF PUBLIC WORKS
127 Center St, South
Vienna, Virginia 22180
e-mail: dpw@viennava.gov
www.viennava.gov

INVESTIGATION REPORT WASTEWATER COLLECTION SYSTEM Town of Vienna

Location of problem or complaint:		
Date:		Time (Received call):
Person reporting problem:		
Phone Number:		
Was contact made?	厂 Yes	⊏ No
If no, was notification left at residence?	r Yes	ΓNo
Was sanitary sewer main plugged?		□ No
Were pictures taken of damage?	□ Yes	□ No
F	ield Invest	tigation
Action taken:		
Approximate location of problem:		
Up stream manhole #:		
Personnel used:		
Equipment used:		
Hours:Job com		
Date last cleaned:		
C'ana da		
Signed:		Date:

POST SEWER OVERFLOW REPORT WASTEWATER COLLECTION SYSTEM TOWN OF VIENNA

Location of Problem or Complaint:			
Date of Problem or Complaint (from	Investigation Report):		
Upstream Manhole #	Downstream Manhole #	TV Direction:	
Approximate Location of Problem (from <i>Investigation Report</i>):	1070-1		
Summary of Televising (also attach	TV log):		
Prepared by:		Date:	
Submitted to:		Date:	
Corrective Action to be taken (if any):			
Name:		Date:	
Corrective Action Completed by:		Date:	
Town of Vienna Public Works Department Water and Sewer Operations 127 Center St, South Vienna, VA 22180			

703-255-6380

Preventing Sewage Backups



Important Answers To Your Questions from the Town of Vienna's Department of Public Works

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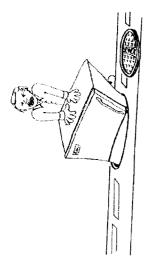
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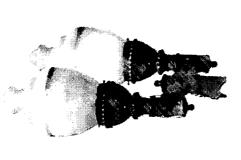
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Vienna Police 703-255-6366
After hours, weekends, and holidays

Preventing Sewage Backups



TOWN OF VIENNA DEPARTMENT OF PUBLIC WORKS 127 Center St, South Vienna, Virginia 22180 e-mail: dpw@viennava.gov www.ViennaVA.gov

August 2008

Departments > Back to Main | Admin Services | Finance | Parks & Rec | Planning & Zoning | Police | Public Works | Town Clerk

Search for:

Sewer Backup Insurance

Search Reset

Go back to Public Works Sewer backups can be costly, but sewer backup insurance is not! All insurance companies writing homeowner policies in Virginia offer special coverage for damage resulting from backups of drains and sewers, and this additional protection is availabe at very resonable rates. For information on obtainin sewer backup coverage, contact your insurance company. The Town's insurance carrier rarely approves claims resulting from sewer backups unless negligence in maintaining the system can be shown. Therefore, residents are encouraged to protect their property by obtaining sewer backup insurance.

Guide to Preventing Sewage Backups

Home | Contact Us | Comments and Suggestions | Webmaster

Maintained by Town of Vienna staff. Comments and suggestions regarding the operation of this site should be directed to the Town of Vienna Contact. This site has an Internet privacy policy, that can be viewed by clicking the following link: Web Site Privacy Policy.

Google Translate

Select Language

Gadgets powered by Google

The League of Women Voters of the Fairfax Area publishes a comprehensive "Facts for Voters" brochure. To obtain a copy, call **703-658-9150**.



WALK ON THE HILL (Also See HISTORIC DISTRICT)

The "Walk on the Hill" spring garden tour in the historic district is held the last Sunday afternoon in April each year, sponsored by Historic Vienna, Inc., and residents of the Hill section.

WATER/SEWER SERVICE AND RATES

The Public Works Department provides water and sewer service to Town residents and to some nearby Fairfax County subdivisions, about 8,500 households in all. For water or sewer service problems, call 703-255-6381 during weekdays or 703-255-6366 during evenings and weekends.

The combined water and sewer rate for fiscal year 2010-2011 is \$9.22 per 1,000 gallons for town residents. Delinquent water and sewer accounts are assessed interest at the rate of 1% per month. Delinquent amounts also constitute a lien on the property. If you have questions about your bill, call 703-255-6385.

Water Meters

Please keep water meters accessible to meter readers. Be sure that parked cars, trash cans and other objects do not obstruct the meter. In winter weather, please keep meter enclosures clear of ice and snow. When the meter cannot be read due to obstructions, an estimated bill will be rendered. If the customer desires an actual reading for billing purposes, a \$15 surcharge will be made for a second visit by the meter reader.

For new service or discontinuation of service, call 703-255-6385.

Clogged Sewer Lines

If you experience a problem with clogged sewer lines in your home, call the Public Works Department at 703-255-6381 during normal business hours or 703-255-6366 on nights and weekends, before you call a commercial sewer cleaning service; you may save yourself the price of a service call. A public works crew will check out the main sewer line and, if the obstruction occurs there, will clean it out at no charge to you.



To help prevent sewer backups, the Public Works Department cleans the main sewer lines whenever residents notify the department that their service laterals have been rodded by a commercial sewer cleaning service. Pressure cleaning to remove material washed into the main sewer line from the service lateral may help prevent future blockage of the main line. If you have your sewer service lateral cleaned, please call the Public Works Department.

Sewer backups can be costly, but sewer backup insurance is not! All insurance companies writing homeowner policies in Virginia offer special coverage for damage resulting from backups of drains and sewers, and this additional protection is available at very reasonable rates. For information on

obtaining sewer backup coverage, contact your insurance company. The Town's insurance carrier rarely approves claims resulting from sewer backups unless negligence in maintaining the system can be shown. Therefore, residents are encouraged to protect their property by obtaining sewer backup insurance.

You can help prevent sewer back-ups. The discharge of anything other than waste and toilet paper through residential sewers can cause a stoppage in the house line or in the main sewer, resulting in property damage. Items that should *never* be flushed down toilets include disposable diapers, paper towels and sanitary napkins. Even cigarette filters can get caught and cause problems. These items and any other non-fluid items should be disposed of with the regular household trash.

Water Mains

Each spring, the Town of Vienna flushes the water mains in its distribution system in order to maintain a high standard of water quality and to ensure proper and efficient operation of the fire hydrants. This preventive maintenance program begins in early April. Water mains are usually flushed between 11 p.m. and 5 a.m. Flushing may result in some discoloration and the presence of sediment in the water reaching your home or business. These conditions are not harmful and should be of short duration. The Town appreciates your tolerance of this inconvenience. If you need more information, please call 703-255-6381.

National Flood Insurance Program (NFIP)

The Town of Vienna participates in the National Flood Insurance Program (NFIP). The NFIP makes federally backed flood insurance available for all buildings, whether they are in a floodplain or not. Flood insurance covers direct losses caused by surface flooding, including drainage problems. Copies of the Flood Insurance Rate Map are available for review in the Department of Public Works. For more information, call 703-255-6381 or visit the Town's Web site, www.vienna va.gov.

Storm Drains

When it rains, the water that runs down your street "disappears" down the storm drains. Have you ever stopped to wonder where the water goes? Storm drains do not lead to wastewater treatment facilities. Any substance that goes into the storm drain goes directly into a local stream and eventually makes it way into the Chesapeake Bay. Items typically placed in storm drains include motor oil, antifreeze and paint; animal waste; yard waste; and plastic and foam containers. Help save the Chesapeake. Never dump anything down a storm drain.

WEEDS AND DEBRIS

To protect health and safety and to maintain an attractive community, Town ordinance requires that property be kept free of refuse. Grass, weeds and other growth may not exceed six inches in height within 100 feet of any street or property line.

Grass and weeds growing up through cracks in the sidewalk and between the sidewalk and street detract from Vienna's beauty. The Town government simply does not have the personnel required to maintain these rights-of-way as it would like, and asks residents to assist by controlling grass and weeds next to their property. Property owners must also keep tree branches, shrubs, vines and hedges trimmed so that they do not overhang sidewalks or obstruct the view of motorists.

CODE OF ORDINANCES Town of HERNDON, VIRGINIA

Codified through Ordinance No. 11-O-16, enacted May 10, 2011. (Supp. No. 42)

Part I - Charter

Sec. 7.2 - Actions against the town for damages, etc.

No action shall be maintained against the town for injury to any person or property or wrongful death alleged to have been sustained by reason of the negligence of the town, or any officer, agent or employee thereof, unless a written statement by the claimant, his agent or attorney, or representative of the nature of the claim and of the time and place at which the injury is alleged to have occurred, or to have been received, shall have been filed with the town attorney or with the mayor within six months after such cause of action shall have accrued. No officers, agents or employees of the town shall have authority to waive such condition precedent or any of them, except if the claimant during such six-month period is able to establish by clear and convincing evidence that due to the injury sustained for which a claim is asserted that he was physically or mentally unable to give such notice within the six-month period, then the time for giving notice shall be tolled until the claimant sufficiently recovers from said injury so as to be able to give such notice.

(b)

In any action against the town to recover damages against it for any negligence in the construction or maintenance of its streets, alleys, lanes, parks, public places, sewers, reservoirs or water mains, where any person or corporation is liable with the town for such negligence, every such person or corporation shall be joined as defendant with the town in such action brought to recover damages for such negligence, and where there is a judgment or verdict against the town, as well as the other defendant, it shall be ascertained by the court or jury which of the defendants is primarily liable for the damages assessed.

(c)

If it is ascertained by the judgment of the court that some person or corporation other than the town is primarily liable, there shall be a stay of execution against the town until execution against such person or persons or corporation or corporations shall have been returned without realizing the full amount of such judgment.

(d)

If the town, when not primarily liable, shall pay such judgment in whole or in part, the plaintiff shall, to the extent that such judgment is paid by the town, assign the judgment to the town, without recourse on the plaintiff, and the town shall be entitled to have execution issued for its benefit against the other defendant or defendants who have been ascertained to be primarily liable, or may institute any suit to enforce the said judgment, or any action at law, or scire facias to revive such judgment.

(e)

No order shall be entered or made, and no injunction shall be awarded by any court or judge, to stay proceedings of the town in the prosecution of their works, unless it be manifest that they, their officers, agents, or servants are transcending the authority given them in this charter, and that the interposition of the court is necessary to prevent injury that cannot be adequately compensated in damages.

(f)

The town council is authorized and empowered to compromise any claim for damages or any suit or action brought against the town and may delegate by ordinance this power, in whole or in part, to the town manager.

(Acts 1975. ch. 165, § 1: Acts 1998. ch. 137, § 1)

RESOLUTION AMENDING THE CITY'S COMPENSATION LIMIT TO PERSONS SUFFERING PROPERTY DAMAGE AS A DIRECT RESULT OF BREAKS IN WATER MAINS OR BACKUPS IN SANITARY SEWER MAINS

- WHEREAS, the City of Falls Church owns and operates a water system servicing about 33 square miles and 120,000 persons and owns and operates a sanitary sewer system serving about 3 square miles and 10,500 persons; and
- WHEREAS, water or sewage occasionally escapes, without any fault of the City or its employees, from the respective systems as a result of unforeseeable breaks or backups in the respective systems and this can cause damage to real and personal property; and
- WHEREAS, damage caused in this way is occasionally not covered or covered for a limited amount by homeowner's policies and as a result these persons may not receive compensation; and
- WHEREAS, the City Council deems it appropriate to provide for compensation under appropriate circumstances program as substantive measure to assist customers and property owners that may have suffered damage due to water main breaks or sewer backups;
- WHEREAS, the current \$5,000 limit per claim that the City Manager is authorized to pay was set in 1988 when replacement costs were significantly lower, and it is appropriate to raise that limit now to adjust for inflation.
- NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Falls Church as follows:
 - (1) There shall be set aside \$80,000 annually in water utility funds and \$50,000 in sewer utility funds to provide compensation to persons receiving property damage as a direct result of breaks in the City's water mains or from backups in the City's sanitary sewer mains respectively;
 - (2) All claims for damage shall be referred to the City's insurer who shall investigate and determine if there is liability on the City's part and if so, adjust the claim accordingly;
 - (3) Should the claim not be paid by the City's insurer but nonetheless the damage has been shown to the City Manager or his designee to have been directly caused by a break in the City water main or a

backup in the City's sanitary sewer main, the Manager or his designee shall be authorized, regardless of the absence of fault by the City, to pay up to \$10,000 per claim;

- (4) Any claim in excess of the authority of the City Manager or his designee shall be referred to the Council for action; and
- (5) Each payment shall be made only when the claimant executes a written release of all claims against the City, its officers and employees from the break or backup.

Reading: 6-9-08 Adoption: 6-9-08

(TR8-34)

IN WITNESS WHEREOF, the foregoing was adopted by the City Council of the City of Falls Church, Virginia on June 9, 2008 as Resolution 2008-27.

Kathleen Clarken Buschow City Clerk

TOWN OF VIENNA TOWN COUNCIL WORKSESSION ITEM September 19, 2011 8:00 PM

ITEM NO. 10

Print
2011 Christmas Eve Holiday Schedule

BACKGROUND SUMMARY:

The 2011 holiday calendar for Town employees currently provides for a half day off on Christmas Eve. This holiday falls on a Saturday this year, so per the Town's policy, it is being observed on Friday, December 23, 2011.

OVERVIEW:

The current Town calendar provides for a half day off for all Town employees on Friday, December 23, 2011. Fairfax County and the Commonwealth of Virginia have expanded their Christmas Eve schedule to provide a full day off for their employees.

To expand Vienna's Christmas Eve holiday to a full day, the Town's overtime costs would increase by \$4,500.

Friday is a recycling day for the south side of Town and the Sanitation Division would continue with this scheduled pickup and work on Friday, December 23, 2011. This is because the following week, there is no recycling scheduled on Thursday, December 29, 2011 due to the rescheduling of trash collection from Monday, December 26, 2011, resulting in a town-wide pickup day on Friday, December 30, 2011.

SUMMARY/STAFF IMPRESSIONS:

Specific overtime monies are not budgeted for these additional costs, but can be absorbed within each department's budget.

DOCUMENTS ATTACHED:

No Attachments Available

RECOMMENDATION:

Place on October 17, 2011 agenda for action.

TOWN OF VIENNA TOWN COUNCIL WORKSESSION ITEM September 19, 2011

8:00 PM

10 ITEM NO.

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TOWN OF VIENNA TOWN COUNCIL WORKSESSION ITEM September 19, 2011 8:00 PM

E Print

ITEM NO.

Commercial Sidewalk Snow Removal ordinance

BACKGROUND SUMMARY:

At the September 20, 2010 Council work session the Town Attorney and the Parks and Recreation Director presented the idea of a commercial sidewalk snow removal ordinance for the Town. At that time Council asked that additional information be collected including information from neighboring jurisdictions along with a review by the Town Attorney to insure that the Town has the legal authority to enact an ordinance specifically for commercial areas only. At the December 13, 2010 Council work session information from local jurisdictions was presented along with an opinion from the Town Attorney that we had the authority to enact a sidewalk snow removal ordinance in the commercial districts. Council then asked that this information be provided to the Town Business Liasion Committee for their review and comment. The Town Attorney and Parks and Recreation Director presented this information to the Town Business Liasion Committee at their February 10, 2011 monthly meeting.

OVERVIEW:

Based on the information collected and the opinion of the Town Attorney, the Town may enact a sidewalk snow removal ordinance specifically for the commercial districts in Town. In addition, the Town Business Liasion Committee asked that "the ordinance is good to have so long as it is well articulated, is reasonable, and allows for some process. Mr. Gadell agreed, stating process, leeway, and is enforceable." In addition "more specifications on time lines in what would constitute as business hours such as Sundays or if a business is typically closed on a Monday, and what is a reasonable timeframe. He stated that additionally, the photographs provided detail huge snow banks in front of businesses that have been put there by snow plows. He asked if there is somewhere that a business can call for assistance as to how to handle such a large pile of snow. No reasonable person with a shovel can expect to remove it."

SUMMARY/STAFF IMPRESSIONS:

The Town Attorney has drafted a proposed ordinance for removal of snow from sidewalks in commercial and industrially zoned property in Town for Council review. Additionally, the Town Attorney has provided copies of his previous confidential legal memos on the subject.

DOCUMENTS ATTACHED:

- 1. D ORDINANCESnowRemovalCommercialZones2011.doc
- 2. D TOV Snow Removal Ordinance TBLC.doc
- 3. MINUTES FROM TBLC OF FEBRUARY 10.docx
- 4. Diminutes Dec 13, 2010 Work session Snow Removal.docx

RECOMMENDATION:

Review the proposed ordinance and provide feedback to the Town Attorney.

PROPOSED ORDINANCE

Proposed by: Town Attorney

A proposed ordinance to amend Chapter 10, Offenses - Miscellaneous, Article 3, Offenses Against Property, adding new Section 10-20.2 to the Code of the Town of Vienna.

BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF VIENNA, VIRGINIA THAT:

Section 1: The Town Code, Chapter 10, Motor Vehicles and Traffic, Offenses - Miscellaneous, Article 3, Offenses Against Property, is amended to add new Section 10-20.2 and to read as follows:

10-20.2

(a) Intent

The Town of Vienna deems the accumulation of snow and ice on sidewalks adjoining commercially or industrially zoned property to constitute a nuisance and a menace to the health and safety of the occupants thereof or the public.

(b) Snow and Ice Removal

If after such reasonable notice by the Town to the owner or owners, occupant or occupants of the property or premises affected by the provisions of this section shall fail to abate or obviate the accumulation of snow and ice on sidewalks adjoining commercially or industrially zoned property, the Town may do so and charge and collect the cost thereof from the owner or owners, occupant or occupants of the property affected in any manner provided by law for the collection of state or local taxes.

Notice to owner or owners, occupant or occupants of the property or premises affected shall be deemed served if notice is posted on the main entrance to any such premises or hand delivered to the owner or owners, occupant or occupants of the property or premises.

Every charge authorized by this section in excess of \$200 which has been assessed against the owner of any such property and which remains unpaid shall constitute a lien against such property. Such liens shall have the same priority as other unpaid local taxes and shall be enforceable in the same manner as provided in Articles 3 (§ 58.1-3940 et seq.) and 4 (§ 58.1-3965 et seq.) of Chapter 39 of Title 58.1.

In addition to the cost of abating or obviating the condition or nuisance, any person or business in violation of this ordinance shall constitute a class 4 misdemeanor and any owner or owners, occupant or occupants of the property who violates this ordinance shall be fined not more than two hundred fifty dollars (\$250.00) for each offense. A separate offense shall be deemed committed each day during or on which a violation or noncompliance occurs or continues.

Section 2: This Ordinance shal adoption by the Town Council.	I become ef	fective ten (10) days following	notice of
Passed and approved this	day of _	, 2011	l.
		M. Jane Seeman, Mayor	-
ATTEST:			
Town Clerk			

c:SDB\Snow\SnowRemovalOrdinance2011

Proposed Town of Vienna Snow Removal Ordinance for Commercial/Industrial Zones

Virginia Statutory Authority:

§ 15.2-1115. Abatement or removal of nuisances. —

A. A municipal corporation may compel the abatement or removal of all nuisances, including but not limited to the removal of weeds from private and public property and snow from sidewalks; the covering or removal of offensive, unwholesome, unsanitary or unhealthy substances allowed to accumulate in or on any place or premises; the filling in to the street level, fencing or protection by other means, of the portion of any lot adjacent to a street where the difference in level between the lot and the street constitutes a danger to life and limb; the raising or draining of grounds subject to be covered by stagnant water; and the razing or repair of all unsafe, dangerous or unsanitary public or private buildings, walls or structures which constitute a menace to the health and safety of the occupants thereof or the public. If after such reasonable notice as the municipal corporation may prescribe the owner or owners, occupant or occupants of the property or premises affected by the provisions of this section shall fail to abate or obviate the condition or nuisance, the municipal corporation may do so and charge and collect the cost thereof from the owner or owners, occupant or occupants of the property affected in any manner provided by law for the collection of state or local taxes.

B. Every charge authorized by this section in excess of \$200 which has been assessed against the owner of any such property and which remains unpaid shall constitute a lien against such property. Such liens shall have the same priority as other unpaid local taxes and shall be enforceable in the same manner as provided in Articles 3 (§ 58.1-3940 et seq.) and 4 (§ 58.1-3965 et seq.) of Chapter 39 of Title 58.1. A locality may waive such liens in order to facilitate the sale of the property. Such liens may be waived only as to a purchaser who is unrelated by blood or marriage to the owner and who has no business association with the owner. All such liens shall remain a personal obligation of the owner of the property at the time the liens were imposed. (Code 1950, § 15-77.31; 1958, c. 328; 1962, c. 623, § 15.1-867; 1997, c. 587; 2004, cc. 533, 968.)

Town of Vienna's Proposed Ordinance

Intent

The Town of Vienna deems the accumulation of snow and ice on sidewalks adjoining commercially or industrially zoned property to constitute a nuisance and a menace to the health and safety of the occupants thereof or the public.

If after such reasonable notice by the Town to the owner or owners, occupant or occupants of the property or premises affected by the provisions of this section shall fail to abate or obviate the condition or nuisance within 24 hours, the Town may do so

and charge and collect the cost thereof from the owner or owners, occupant or occupants of the property affected in any manner provided by law for the collection of state or local taxes.

Notice to owner or owners, occupant or occupants of the property or premises affected shall be deemed served if notice is posted on the main entrance to any such premises or hand delivered to the owner or owners, occupant or occupants of the property or premises.

In addition to the cost of abating or obviating the condition or nuisance, a violation of this ordinance shall constitute a class 4 misdemeanor and any owner or owners, occupant or occupants of the property who violates this ordinance shall be fined not more than two hundred fifty dollars (\$250.00) for each offense. A separate offense shall be deemed committed each day during or on which a violation or noncompliance occurs or continues.

Every charge authorized by this section in excess of \$200 which has been assessed against the owner of any such property and which remains unpaid shall constitute a lien against such property. Such liens shall have the same priority as other unpaid local taxes and shall be enforceable in the same manner as provided in Articles 3 (§ 58.1-3940 et seq.) and 4 (§ 58.1-3965 et seq.) of Chapter 39 of Title 58.1.

Snow Removal Ordinances Adopted by Other Localities

Town of Leesburg - Snow Removal Ordinance:

Sec. 30-10. Removal of snow and ice from sidewalks.

- (a) It shall be unlawful for any owners of property to permit snow, sleet or ice to remain on a public sidewalk or footway abutting the property owned or occupied by him for more than 24 hours after the snow has ceased to fall. In the event the ice cannot be removed without injury to the sidewalk or footway, it shall be covered within 24 hours with sand, ashes or other substance which will render it safe for travel. These requirements shall not apply when the owner or occupant is unable to remove the snow or ice because of a physical disability.
- (b) Upon notice from the town manager or his designee, a property owner shall within 24 hours of receipt of said notice, remove the snow, sleet or ice or the town through it agents or employees may elect to remove the snow, sleet or ice, bill the owner or occupant of the property for the costs, in which event the cost or expenses may be collected as taxes are collected and/or issue a civil penalty of \$50.00 citation to the owner or occupant of the property.
- (c) Every charge authorized by this section in excess of \$200.00 with which the owner of any such property shall have been assessed and which remains unpaid shall constitute a lien against such property ranking on a parity with liens for unpaid local taxes and enforceable in the same manner as provided in Code of Virginia, title 58.1, ch. 39, arts. 3

- and 4 (Code of Virginia, §§ 58.1-3940 et seq., 58.1-3965 et seq. The town manager or his designee may waive such liens in order to facilitate the sale of the property. Such liens may be waived only as to a purchaser who is unrelated by blood or marriage to the owner and who has no business association with the owner. All such liens shall remain a personal obligation of the owner of the property at the time the liens were imposed.

 (d) Any violations of the section shall be subject to a civil penalty, not to exceed \$50.00 for the first violation, or violations arising from the same set of operative facts. The civil penalty for subsequent violations not arising from the same set of operative facts within
- for the first violation, or violations arising from the same set of operative facts. The civil penalty for subsequent violations not arising from the same set of operative facts within 12 months of the first violation shall not exceed \$200.00. Each business day during which the same violation is found to have existed shall constitute a separate offense. In no event shall a series of specified violations arising from the same set of operative facts result in civil penalties that exceed a total of \$3,000.00 in a 12-month period. The civil penalties are in addition to any costs the property owner incurs as a result of the failure to comply with this section.
- (e) In the event three civil penalties have been previously imposed on the same property owner for the same or similar violation, not arising from the same set of operative facts, within a 24-month period, the fourth violation shall be a class 3 misdemeanor. (Code 1963, § 20-8; Code 1976, § 16-13; Ord. No. 91-0-9, 2-12-1991; Ord. No. 2006-0-2, § I, 2-14-2006)

State law references: Authority for above section, Code of Virginia, §§ 15.2-1115, 15.2-901.

City of Alexandria - Snow Removal Ordinance:

Sec. 5-2-21 Removal of snow, sleet and ice.

- (a) Whenever snow shall fall and lie on the sidewalks of the city, it shall be the duty of each owner or occupant to clean same from the public sidewalk abutting the place owned or occupied by him within 24 hours after the snow shall have ceased to fall. It shall be unlawful for any person to move into any city street any snow that has fallen on such person's property. The same requirements shall exist with respect to ice or sleet on sidewalks or footways; except, when it cannot be removed without injury to the sidewalk or footway, it shall be covered within 24 hours with sand, ashes or some other substance which will render it safe for travel. Whenever any building or lot is owned by the Alexandria Redevelopment and Housing Authority, contains four or more rental units, or is unoccupied, it shall be the duty of the owner, or the agent of the owner thereof, to have the snow or ice removed from the sidewalk or footway, as above required of occupants. It shall be unlawful for any person to fail, refuse or neglect to comply with the provisions of this subsection.
- (b) The director of the department of transportation and environmental services, or the director's duly authorized agent, may give notice in writing to the owner or occupant of land in the city abutting a sidewalk where there is snow, sleet or ice, that such snow, sleet or ice must be removed or covered as prescribed above within 24 hours from the receipt of the notice or the city will (1) remove or cover the snow, sleet or ice, bill the owner or occupant for the costs and collect the costs like taxes in the event of nonpayment by the owner, and/or (2) issue a civil penalty citation to the owner or occupant pursuant to

- subsection (e) of this section. Mailing to the last known post office address shall constitute sufficient service upon owners who cannot be found after a reasonably diligent search.
- (c) Whenever the owner refuses, neglects or fails to remove or cover the snow, sleet or ice after being notified in the manner prescribed above, the department of transportation and environmental services may choose to act. The expense thereof shall be forthwith computed, and a bill for such expense shall be prepared by the department of finance and mailed to the owner at his last known post office address within a reasonable time after the work is done.
- (d) In the event the city does not receive payment of the bill within 30 days after mailing, the director of finance shall see that the expense is charged to the owner and collected in the same manner as city taxes. Every charge with which the owner of any such property shall have been assessed and which remains unpaid shall constitute a lien against such property.
- (e) A person shall be assessed a civil penalty of \$50 for violating any provision of this section; provided, however, that no such penalty shall be assessed until the written notice required by subsection (b), and an additional period of 24 hours to comply after such notice, shall have been given. The provisions of Section 1-1-11 of this code shall apply to the enforcement of such penalty. (Code 1963, Sec. 33-22; Ord. No. 2752, 12/14/82, Sec. 1; Ord. No. 2768, 1/26/82, Sec. 1; Ord. No. 2877, 11/12/83, Sec. 1; Ord. No. 4368, 12/18/04, Sec. 1)

Cross Reference: Snow and bad weather regulations, § 5-8-131 et seq.

City of Falls Church - Snow Removal Ordinance

Sec. 36-17. - Snow or ice removal.

(a)

Whenever snow or ice shall fall and/or lie on the sidewalks of the city, it shall be the duty of each tenant in possession or, if there is none, the owner to clean the snow or ice from the sidewalk in front of the place possessed or owned by such person, as the case may be. The tenant in possession or owner shall clean the snow or ice within 12 hours after the snow shall have ceased to fall or the ice accumulate, unless same is at night; and if at night, then within 12 hours after sunrise the next day. In those instances where the abutting property is not used for residential purposes, the snow or ice shall be removed within six hours after the snow shall have ceased to fall or the ice accumulate, unless the same is at night; and if at night, then within six hours after sunrise the next day. It will be unlawful for any person to move into any city street any snow or ice that has fallen or accumulated on the property of such person.

Violation of the provisions of this section shall be punishable by a fine not to exceed \$100.00 for the first offense within any five-year period. In instances where the abutting property is used for residential purposes, a

second offense within a five year period shall be punishable by a fine not to exceed \$200.00; and for a third offense within a five-year period, by a fine not to exceed \$500.00. In instances where the abutting property is used for commercial purposes, a second offense within a five-year period shall be punishable by a fine not to exceed \$300.00; for a third offense within a five-year period, by a fine not to exceed \$750.00.

(Code 1973, § 33-17; Code 1982, § 32-17; Ord. No. 1044, 4-11-1983; Ord. No. 1369, 9-9-1991

Town of Front Royal - Snow Removal Ordinance

Section 142-4.1 SNOW AND ICE ON SIDEWALKS.

- A. All owners or occupants of property within the limits of the Town, which property is used for commercial or industrial purposes, shall remove or cause to be removed the snow and ice from the sidewalks adjacent to such property within twenty-four (24) hours after ice has formed or snow has ceased to fall. If the ice or snow forms or falls during the night or on a Sunday, it shall be removed by noon the following day. Sand or other abrasives may be applied to ice to establish traction if removal is not feasible.
- B. If at any time the Town Manager or his designee shall find that any such property owner has not removed snow or ice pursuant to this Section, the Town Manager or his designee shall give notice, in writing, to such owner or occupant to remove such snow and/or ice within a reasonable time not to exceed six (6) hours after the giving of such notice.
- C. Upon failure of any person to whom notice has been given pursuant to this Section to comply with the terms of such notice, the Town Manager may cause such snow and/or ice to be removed, and the expense thereof shall be charged to such owner or occupant to be collected in the same manner as County taxes or in any other manner authorized by law.

(Ord. No. 3-2001 Added Entire Section 5-14-01)

Town of Purcellville's - Snow Removal Ordinance

Sec. 70-81. Removal of snow and ice from sidewalks.

(a) It shall be the duty of every occupant or owner of a house or lot which has a sidewalk or footway of stone, brick, gravel, cinder, wood or other substance, when such walk is built and maintained by the town, adjoining and touching upon the sidewalk or footway in the front, rear or either side thereof, to have all snow removed from such sidewalk or footway within six hours after such snow has ceased falling, unless the sidewalk or footway has fallen during the night, in which case it shall be removed before

- 12:00 noon on the succeeding day. If snow falls upon Sunday, such occupants or owners shall have until 12:00 noon the following Monday to comply with this section.
- (b) The requirements of subsection (a) of this section applicable to the removal of snow shall apply with reference to ice or sleet on sidewalks or footways, except that, when ice or sleet cannot be removed without injury to the sidewalk or footway, such ice or sleet shall be covered, within the period of time above specified, with sand, ashes or some substance which will render it safe for travel.
- (c) When there is no tenement on a lot, or no occupant of any tenement thereon, it shall be the duty of the owner of the lot or tenement, or his agent, to have the snow or ice removed from his sidewalk or footway as required in subsection (a) of this section of occupants of houses.

(Code 1977, § 15-16)**State law references:** Authority for above section, Code of Virginia, § 15.1-867.

Town of Warrenton - Snow Removal Ordinance

Sec. 14-5. Disposition of snow, ice, etc.

- (a) It shall be the duty of the occupant of any house and lot which abuts upon a paved sidewalk or a footway of stone, brick or wood to have all snow removed from such sidewalk or footway within six (6) hours after the same shall have ceased falling, unless such snow shall have fallen during the night or on a Sunday, in which case it shall be removed by 12:00 noon of the day following. The same requirements shall exist with respect to ice or sleet on sidewalks or footways; except, that ice or sleet, when it cannot be removed without injury to the sidewalk or footway, shall be covered, within the period of time as above specified, with sand, ashes or some other substance which will render it safe for travel on foot. Whenever any house or lot is unoccupied, it shall be the duty of the owner, or of the agent of the owner, to have the snow or ice removed from his sidewalk or footway in the same manner as set forth above for occupants of properties. Each violation of this subsection shall be a class 4 misdemeanor, and every six (6) hours that such snow or ice is allowed to remain in violation of this subsection shall constitute a separate offense.
- (b) It shall be unlawful for any person removing ice or snow from his premises to place or deposit such ice or snow upon any street or sidewalk. (Code 1981, § 14-12)

County of Loudoun - Snow Removal Ordinance

1022.01 REMOVAL OF SNOW AND ICE.

(a) Removal Required. Every occupant, owner or other person in charge of any property in the County which has a sidewalk or a footway of stone, brick, gravel, cinder, wood or other substance, when such walk is publicly owned or maintained, and is adjoining and touching the property in front, rear or either side thereof, shall have all snow and ice, and any combination thereof, removed from such sidewalk or footway within six hours after such snow or ice, or a combination thereof, has ceased falling, unless the same has fallen during the night, in which case it shall be removed before

- 12:00 noon following the night in which the snow or ice, or combination thereof, has fallen. In the event snow or ice, or a combination thereof, falls upon Sunday, such occupants, owners or other persons in charge shall have until 12:00 noon Monday to comply with this requirement.
- (b) When Removal Not Required. The requirements of subsection (a) hereof shall not apply when such snow or ice, or a combination thereof, cannot be removed without injury to the sidewalk or footway. In such an event, however, such sidewalk or footway shall be covered within the applicable period of time as specified in subsection (a) hereof with sand, ashes or some other substance that will render it safe for travel.
- (c) Exceptions. This section shall not apply when the occupant, owner or other person in charge of a property is prevented from fulfilling the requirements of subsections (a) and (b) hereof because of physical or mental disability or is sixty-five years of age or older, and said occupant, owner or other person in charge has made reasonable efforts to undertake alternative means for fulfilling said requirements.
- (d) Enforcement. The County Department of Building and Development shall be responsible for enforcement of this section.
- (e) Applicability Within Incorporated Towns. This section shall not apply within any incorporated town that, by means of an ordinance or resolution enacted by its town council, asserts its desire for such exemption from applicability. (Ord. 90-11. Passed 9-4-90; Ord. 91-23. Passed 9-17-91.)

1022.99 PENALTY.

Whoever violates or fails to comply with any of the provisions of this chapter is guilty of a Class 4 misdemeanor and shall be fined not more than two hundred fifty dollars (\$250.00) for each offense. A separate offense shall be deemed committed each day during or on which a violation or noncompliance occurs or continues. (Ord. 95-06. Passed 8-2-95.)

MINUTES FROM TBLC OF FEBRUARY 10, 2011

Mr. Steve Briglia, Town Attorney for the Town of Vienna came forward to speak. Mr. Briglia stated that the Mayor and Town Council are in the process of reviewing options for adopting a snow removal ordinance. To date they have held two work sessions to review surrounding jurisdictions. They also reviewed which locations have ordinances in place that require abutting property owners to remove snow and ice from sidewalks within a reasonable timeframe after a snow fall. Currently, the Town of Leesburg, City of Alexandria, Arlington County, City of Falls Church, Town of Front Royal, Town of Purcellville, and the Town of Warrenton all have snow removal ordinances. Fairfax County, Fairfax City, Town of Herndon, Prince William County, and Loudon Counties currently do not have ordinances, although some are currently considering adopting ordinances.

Mr. Briglia explained that the Commonwealth of Virginia is a Dillon Rule State so that its localities are not retained in adopting general police statutes and ordinances. All authority is granted from the Virginia General Assembly and requires that specific authority be found within the Code of Virginia. The proposed ordinance that has been provided to the Committee includes information on how surrounding jurisdictions have handled the same issue. There are some commonalities but each has handled it in a different way. Counties in Planning District A, in which Fairfax County is located within, can adopt a very specific snow removal ordinance as well as establish guidelines for civil penalty.

Mr. Briglia stated that general authority has been given to all jurisdictions for the abatement of nuisances. Within the enabling legislation the General Assembly also included that jurisdictions can adopt ordinances that cover the abatement of nuisances. The Town currently has one, which is for the removal of weeds from public and private property and is where the Town's weed and debris ordinance is derived from. The ordinance does mention snow removal from sidewalks and to not allow trash to accumulate. It is a general police authority provision in which the Town is allowed to abate nuisance with a general statute within the criminal section of the Town Code. It states that the Town has the authority to cite specific incidents that are not abated within a reasonable amount of time. Mr. Briglia explained that the current ordinance has never been used to require citizens to shovel snow off of their sidewalks from a natural snowfall; however they do use it to discourage shoveling snow onto sidewalks. Whenever there has been a significant snow fall contractors, who have been hired to clear snow from parking lots, typically pile snow up on to sidewalks that the Town's Department of Parks and Recreation has worked to clear. The Mayor and Town Council request that the department work to clear the sidewalks of snow along Maple Avenue and to assist Town road crews in their street clearing. He stated that it is not heavily funded nor a big budget item. The Department of Parks & Recreation has been able to acquire ATV's (All Terrain Vehicles) outfitting them with plows. It has allowed them to be able to clear snow quickly for smaller snow falls and, during the larger storms, to work throughout the storm to clear as much of the snow away. The Town is now experiencing the issue of private property owners pushing snow onto public sidewalks, which is a problem. If they are caught doing so, the police will tell them to stop and to clean it up. The Town can also threaten to charge them with a misdemeanor of creating a nuisance. Mr. Briglia stated that it can be difficult to enforce. The police are working to enforce police matters and are not the snow police. It can create a hardship for Town staff who are working hard to keep the sidewalks clear for its residents.

Mr. Briglia stated that the consensus among the Town Council has been that if they are going to attempt an ordinance they would like it to begin in the commercial district. They have asked Mr. Briglia to visit with the Committee to obtain T/BLC input. The proposed ordinance that has been supplied to the Committee includes enabling authority; however, it is a proposal that is not written in stone. The Mayor

and Town Council have asked that the Committee offer any input that they have. He explained that some of the jurisdictions use the term misdemeanor; whereas, others use the term civil violation. The enabling legislation allows the Town to create a violation of law but it also allows them to assess damages if the Town has to send crews out to shovel. Crews would be dispatched once reasonable notice has been given. An assessment for the cost, which is a civil sanction, can be given. Some jurisdictions offer a flat fine; whereas, others have assessed fines. A Class 4 misdemeanor is the lowest level of misdemeanor with a \$250 fine. If the Town ends up clearing snow, incurring expenses then Town could seek additional damages in Civil Court. He stated that the enabling legislation would also authorize the Town to do so.

Ms. James stated that typically liability is transferred to the owner of the business. She asked if there are any cases of transference of liability among the business and the landowner. Mr. Briglia answered that it is not very clear even in enabling legislation, which discusses the assessment of civil sanction if the Town has had to come out to clean it up. In that scenario the assessment would be given to the owner of the property. Obligation for removal of snow falls to the owner or occupant of the location. In that situation responsibility can fall to the tenant or whoever is in possession of the property. Ms. James stated that her property abuts a parking lot that she pays partial rent on. She asked if it falls to her to clear the sidewalk or if it falls to the Town to keep clear. Mr. Briglia answered that if you are not the directly abutting land owner then there is no responsibility. Additional discussion followed.

Chairman Gadell asked, with respect to the sidewalks at the Vienna Marketplace shopping center, if the center is only responsible for the sidewalk that runs along Maple Avenue and not the sidewalk that abuts Maple Avenue. In addition, he asked how responsibility is divvied up amongst multiple tenants similar to places like the Danor Plaza shopping center. Mr. Briglia answered that in the case of the Vienna Marketplace it is the shopping center responsible for both sidewalks. Typically a shopping center would have a property management company that is responsible for the center. The Town would notify the property manager of a center who is responsible for maintaining the common areas. In the case of a smaller, one or two tenant center, they may not have a management company. Mr. Briglia noted that the point is not to cite but to encourage owners to keep the areas clear.

Mr. Connor asked what would happen in the event of mixed zoning such as with condominiums that are in or adjoin commercially zoned property. He asked who would bear that responsibility, and could it be argued that it is a joint responsibility. Mr. Briglia stated that there is currently only one building located at the corner of Center and Church Street, NE, that is a residential property located in a commercial zone. The building is zoned commercial. Mr. Briglia explained that in that scenario the Town would be responsible for shoveling the sidewalk. Mr. Connor stated that there are homes located behind the Giant Shopping Center that have a sidewalk that runs down Glyndon Street, SE, towards the Auto Zone. He asked, in that instance, which would bear the responsibility of attending to that. He stated that although the design is for commercial purposes if it is a shared property line, then the owner of the shopping center would note that the neighboring property owners should bear equal responsibility. Mr. Briglia asked if Mr. Connor was referring to the residents that are located directly behind the Maple Avenue Shopping Center. Mr. Connor answered yes, stating that there is a house located at the corner that has a shared sidewalk. Mr. Briglia explained that there is a line where the zoning crosses to residential and is no longer considered a commercial zone. That is where the obligation ends. Mr. Connor stated that the notion of reasonable notice gives him concern, stating that two lines down on the proposal document it states that abatement must take place within twenty-four (24) hours of notice. He stated that it has been suggested that notice be given to someone's business but does not state when notice can be issued. If it is during a State of Emergency then the current language does not allow for reasonable opportunity to attend to that. During the previous January, when they had 3 feet of snow, he did not see a plow on his street for a week. Mr. Briglia stated that is the kind of input that the Town Council is interested in hearing. He explained that, in one of the local ordinances, he found a suspension provision. He noted that it is not often that the Town experiences a 3 foot snow. When they do it is almost always a designated State of Emergency. The Town has emergency powers under the Town Charter, which would include suspension of enforcement of certain provisions until things clear up. He stated that Mr. Connor notes a valid concern. They can be addressed in his communications back to the Mayor and Town Council that the Committee feels that a provision of suspension under the authority of the Town Manager or Mayor should be included.

Mr. Connor stated that the empowering statute itself is not well defined, noting that it is overly broad, and vague. It does not discuss the process of who determines what, how it is defined, or who enforces the process to contest that, which may suffer the same types of deficiencies. He asked, when discussing placing a lien on someone's property, are they are discussing the business itself. Mr. Briglia answered that a lien would be specific to the property. Mr. Connor stated that if they are treating it as a tax, a tax accumulates interest over time and asked how one would reasonably get notice that a lien has been placed on the property. Would it not be until they are ready to sell. In addition, will there be a limit to the amount of interest that can accrue, and how many charges can a location receive for the same violation.

Mr. Briglia Invited the Director of the Department of Parks and Recreation; Cathy Salgado forward to speak. Ms. Salgado stated that the purpose of the ordinance is to give notice. If the violation is not evaded, similar to mowing grass, in which the Town offers a ten day or two week notice to abate the issue. If the ordinance grants 24 or 48 hours, common sense must always prevail. Ms. Salgado explained that during the previous winter the Town could not even clear the streets within 24 hours, noting that obviously such a time frame would be impossible for anyone else to do the same.

Ms. Salgado stated that she did extensive research on the subject, communicating with the surrounding jurisdictions on their enforcement procedures and penalties assessed. She explained that the intention of the process is to encourage businesses; which, in her opinion should include the residential area. It is half the Town's residents and businesses who clear the sidewalks during a snowfall. With respect to the commercial district the Town wants customers to be able to get to its businesses. They would like to encourage businesses to be a part of the community. The Town cannot afford to hire additional staff to get the entire job done. Mr. Connor agreed, stating that it is perfectly acceptable to ask persons, who are able to attend to their properties, to keep them in an accessible and safe manner. He would like to be certain that the Town is instilling good parameters that can be well defined. He is concerned that is not as the ordinance has been laid out in its current draft. Ms. Salgado stated that in matters of notification the Town always mails out a letter that includes the amount of time that someone has to correct the situation. She stated that the question is when the Department of Parks and Recreation should come out to do it for you. Should it be within 48 or 72 hours. She stated that parameters have been set for mowing, weeding, and encroachments on to sidewalks. Snow is different in that it needs to be cleared a lot faster and is a matter of public safety.

Mr. Connor stated that it sounded as though the ordinance would eventually extend to the community. He stated that the Town should anticipate public reaction when a lien could be placed on their property, particularly for seniors or disabled persons who live in the community. Mr. Briglia agreed, stating that the Town Council is not proposing an ordinance within the residential district and they are not asking the Committee to consider that matter. They have only asked for the Committee's input on behalf of the business community. To answer the question as to how many times a business or property can be cited,

Mr. Briglia noted that they cannot be cited until notice has been given. There currently is a provision for posting properties at the main entrance of the premises or hand delivery to the owners. They do not anticipate a situation of overzealous enforcement. In addition, after initial notice has been given a location cannot be cited again for at least 24 hours. If it is not corrected within 24 hours then a location could be cited again. They can be cited every 24 hours after initial notice has been given.

Chairman Gadell thanked Mr. Briglia and Ms. Salgado for their comments, stating that the Committee appreciates all of the attention and research required, especially in reaching out to surrounding jurisdictions. He stated that although the Town is special other jurisdictions have probably run in to the same issues that Ms. Salgado has had to deal with in the Town. Ms. Salgado agreed, stating that the department has four people who shovel snow from the sidewalks in Town. Their first priority is to clear snow from sidewalks for the in Town schools. In addition they work to support the Department of Public Works with half of the crew driving snow plows as they cannot bring in additional personnel to work to clear roads and sidewalks. Ms. Salgado submitted photographs of the streets during previous snowstorms for the Committee for review. She stated that they find that as a company policy, the national banks do clear their own sidewalks in addition to clearing the parking lots for their customers. Problems are occurring when the drivers clearing the lots, push snow onto the sidewalks. Last year a 10 foot pile of snow was pushed from the Urgent Medical Care parking lot behind the bus stop, blocking the public sidewalk and access to the bus shelter. Ms. Salgado stated that she personally tunneled through that pile, taking roughly 8 hours to complete. Snow piles can be such a safety hazard and pedestrians have to have access to bus stops. She stated that there are also certain locations where one needs to be able to walk to get to a particular business. When access is so limited or cutoff it is frustrating for the residents as well as her Department. They cannot possibly get to all of it and are attempting to come up with solutions to an ongoing problem.

Chairman Gadell stated that he can appreciate Ms. Salgado's comments. The spirit of the ordinance is to encourage the assistance from business owners in being mindful of snow that needs to be cleared. The challenge with the ordinance is that it should be broad enough to apply liberally but some specific questions remain and to what degree it should go to. Chairman Gadell stated that committee feedback includes: more specifications on time lines in what would constitute as business hours such as Sundays or if a business is typically closed on a Monday, and what is a reasonable timeframe. He stated that additionally, the photographs provided detail huge snow banks in front of businesses that have been put there by snow plows. He asked if there is somewhere that a business can call for assistance as to how to handle such a large pile of snow. No reasonable person with a shovel can expect to remove it. Ms. Salgado explained that the department mailed out letters to all property owners for properties located within commercially zoned districts reminding them to please shovel the sidewalks that are adjacent to their property for public safety and as a courtesy to their customers. She stated that last year was a good example in that the Town had to bring in dump trucks to remove the snow that had accumulated at the corners and intersections. A lot of the larger shopping centers did remove a majority of the snow from their lots. The most recent snow fall that the Town experienced is typical and can be expected to happen at least once a year. They need to make snow plow drivers aware of the best places to put snow. She recently witnessed a snow plow driver for Vienna Elementary pushing snow all along the sidewalk where their students would need to walk in order to get to school. She notified both the driver and the school office that the snow needed to be removed from the sidewalk. She was told by the school that she should call Fairfax County to request that the snow be removed, which was never corrected. She had tried to explain to the driver that there was plenty of space to put the snow and that it did not have to push up on to the sidewalk. Locations such as the Michele Rene building would have limited options in plowing snow and would be considered a special circumstance.

Mr. Gadell asked if an educational piece could be included in the language of the ordinance, stating that snow removal does not mean on the sidewalk. Mr. Briglia explained that the way that the statute is currently written the Town can charge someone but a misdemeanor can only be charged if the crime was committed in your presence. It being a criminal charge, it has to have been witnessed. The suggested statute that has been provided includes both in that it puts the property on notice. The current statute is only for the abatement of a nuisance type of situation. Additional discussion followed.

Mr. Connor stated that they do not want to have a regulation that squashes a small business owner. He believed that *the ordinance is good to have so long as it is well articulated, is reasonable, and allows for some process. Mr. Gadell agreed, stating process, leeway, and is enforceable.* Mr. Briglia stated that it is his office that would be responsible for prosecuting, to which he hoped to not to have to charge anyone. Chairman Gadell stated that all business owners in the Town would agree that the intent is good, moving in the right direction, wanting business owners to clear their lots, keeping snow off of the sidewalks, and that they want to assist the hardworking employees of the Department of Parks & Recreations in doing their job. He stated that on behalf of the Committee they appreciate their efforts and asked that Mr. Briglia and Ms. Salgado take their comments back in the spirit in which intended. He noted that there are some areas to work on but the Committee supports the idea. Mr. Briglia stated that if those are the comments he would ask that the Clerk of the Committee forward the minutes on to him so that he can include them with his comments and report back to the Mayor and Town Council.

Ms. Thomas asked if there is another term besides reasonable, noting that reasonable can be subjective. Mr. Briglia stated that there is a section that expands on how notice is given, in being served, and posted at the property. He stated that they would review the testimony of the server to determine if it was a reasonable process in serving the property as well as in citing the property. Chairman Gadell thanked Ms. Salgado and Mr. Briglia for their comments. There being no further discussion Ms. Salgado and Mr. Briglia were seated.

(4) Enforcement of Sidewalk Snow Removal Ordinances in Northern Virginia

Consideration of this topic is continued from the Council Work Session of September 20, 2010, when Council requested comparison information on regulations and enforcement in surrounding jurisdictions. Per Steve Briglia, there is very little analysis on the snow clearing issue in Virginia. There is a General Code section on abating nuisances that mentions snow, but it is inconclusive. Some jurisdictions have addressed the problem under the general authority to abate nuisances, in which case there would be stronger legal ground in the commercial zone. From the perspective of the general nuisance provision, in the commercial sector where people are inviting prospective business customers to their properties, they are inviting them to the nuisance. So, there is greater legal support for requiring business owners to clear the sidewalks.

The amount of snow is not specified in regulations of other local jurisdictions. Falls Church declares that snow or ice should be cleared within 12 hours of the time that it stops accumulating. Falls Church had the most summons issued.

Cathy Salgado called a number of other local jurisdictions to inquire about enforcement methods and the department responsible for enforcement. The responsible department seems to be a matter of preference among the jurisdictions, but it is typically either the Zoning Department or the Police Department. One jurisdiction assigns the Town Manager's office the responsibility for enforcement. Leesburg was not satisfied with the enforcement of their snow clearing regulations last year, and is having meetings in an attempt to make improvements.

Enforcement in other jurisdictions is complaint driven; they don't take action unless there has been a complaint. In Loudoun County, the Zoning Department goes out and puts a notice on the violator's door. Then they photograph the notice on the door in case someone says they didn't get it. In previous cases where our Department of Parks and Recreation has issued notices to cut-back vegetation, they have found that once someone gets a written notice, they normally take care of the problem without any further action.

The question of enforcement and penalties for violation is not always addressed in the written ordinances of other jurisdictions. Some of them make it a civil penalty, and some make it a Class 3 or Class 4 Misdemeanor, for which there are fines. The property owner of a commercial establishment is the appropriate party to be cited for violation. Council Work Session December 13, 2010.

Most jurisdictions regulate both commercial and residential zones for clearing snow. Our Town Attorney recommends regulating the issue by zone. Churches are in commercial zones. Any changes made to the Town ordinances will have to be drafted and advertised.

Last week Kirstyn Barr sent 84 letters, signed by John Schoeberlein, to the commercial property owners along Maple Avenue to notify them that they need to clear their sidewalks and not block handicapped spots or entrances when it snows. (Or hire someone to do it.) The Town is responsible for clearing around the bus-stops. Cathy Salgado remarked that the commercial properties in Town have become accustomed to the Town clearing their sidewalks. Councilman Springsteen commented that the Town should not have to clear sidewalks for the commercial property owners. However, he would be hard pressed to require residential folks to clean their sidewalks.

During the snow clearing operations last year, Ms. Salgado found two different contractors on Maple Avenue blocking sidewalks with piles of snow shortly after her department had cleared them. That is a Class 1 Misdemeanor, enforceable by the Vienna Police. At times, Steve Briglia has had to send out notices when the commercial properties clear their parking lots and pile it up on the sidewalks. The extremely heavy snows of last winter were very unusual. It made it practically impossible to shovel all of the sidewalks, so common sense judgment may be required at times.

Recommendation: Mr. Briglia will draft changes and refer the proposed ordinances to the Town/Business Liaison Committee for discussion and recommendation.